



**Weld County  
Small Business Incentive Program**

Weld County, Colorado

<b>APPLICATION</b>
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**NOTICE: Prior to filling out the application, please read the PROGRAM CRITERIA & PROCESS handout on the program's eligibility requirements.**

**Program Purpose:** Weld County has established a Small Business Incentive Program (BIP) which will provide eligible businesses financial assistance to offset land use, building permit, and several impact fees. The program is designed to reduce upfront capital outlay for small businesses located in Weld County.

**Application Instructions:** The application must be filled out completely and signed. Attachments and exhibits may be included. A cover letter must accompany the application that adequately explains the scope of the company's business model.

Application Date:	
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1. COMPANY INFORMATION

Applicant Name:	
Mailing Address:	
Telephone:	
Email:	
Fax:	
Web Site:	

2. INCORPORATION INFORMATION (if applicable)

Federal ID#:	
Type:	
State:	
Date of Incorporation:	

3. CONTACT PERSON

Name & Title:	
Mailing Address:	
Telephone:	
Fax:	
E-mail Address:	

4. PROPERTY INFORMATION

Parcel ID #:	
Property Address:	
Legal Description:	
Owner(s) / Tenet(s):	

5. PRODUCT AND/OR SERVICE Business activities involving the project site in Weld County:

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6. COUNTY ASSISTANCE - PAST & PRESENT

Identify below "past" incentive assistance provided to the applicant by Weld County:

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Identify below "current" requests by the applicant for any other assistance from Weld County:

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7. BUSINESS PLAN Provide a brief overview of the proposed business in Weld County.

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8. WORKFORCE INFORMATION For the purpose of this application a full-time employee works a minimum of 32 hours per week. The business may have a combination of part-time.

**Current Employees:**

Existing payroll (total number of filled and unfilled positions).

9. JOB LOCATION VERIFICATION At least 50% of the employer's workforce must reside in Weld County for a period of one-year.

**Certified Copy of Payroll:** A business presently located in Weld County must provide a certified copy of its payroll as of the date of the application.

10. SBDC VERIFICATION The applicant shall consult with the Small Business Development Center prior to receiving funds. The applicant shall attach a copy of an affidavit signed by the Director of the SBDC or his / her designee. The SBDC contact information is below.

Mail: 902 7th Avenue  
Greeley, CO 80631  
Website: <http://www.neccosbdc.org>

Phone: (970) 352-3661

11. QUESTIONS & ASSISTANCE

The applicant is encouraged to contact the Director of Planning Services to request assistance with the program requirements and with filling out the application. The Director can be reached by the following methods:

Mail: WELD COUNTY DEPARTMENT OF PLANNING SERVICES  
ATTN: PLANNING DIRECTOR  
1555 NORTH 17<sup>TH</sup> AVENUE  
GREELEY COLORADO 80631

Phone: (970) 353-6100

Fax (970) 304-6498

**Weld County Department of Planning Services:** The application will be processed by the Director of Planning Services for review. The Director may contact the applicant for clarification regarding the application or to request additional information during the review process. The Director will contact the business when preparing the agreement and later when scheduling the agreement for action by the Weld County Board of Commissioners.

Applications can be mailed, faxed or e-mailed to the Department of Planning Services:

WELD COUNTY DEPARTMENT OF PLANNING SERVICES  
1555 N. 17<sup>th</sup> Avenue, Greeley Colorado 80631  
Fax: (970) 304-6498  
[tparko@weldgov.com](mailto:tparko@weldgov.com)

**REMINDER:** The application may be delayed if it is incomplete, unsigned or lacks required documentation.

*All documents provided to Weld County are subject to the Public Records Act, State of Colorado.*

11. AUTHORIZED SIGNATURE The signature appearing below must belong to an employee of the company who is authorized to sign the application on behalf of the company.

I attest to the accuracy of the information which is provided hereinabove.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(date)