

---

## TIMELINE FOR GETTING STARTED

- 1 Applicant submits application with required materials including a plan/sketch/photos or in the instance of larger projects a detailed set of drawings demonstrating the proposed work.
- 2 Property is evaluated and assessed for feasibility and eligibility.
- 3 Applicant secures bids from at least two qualified contractors.
- 4 Plans and design are reviewed for approval.
- 5 Application, including designs and all bids are submitted to the Economic Development Commission for review.
- 6 If approved, City issues letter of conditional approval.
- 7 Applicant obtains all necessary permits.
- 8 Applicant enters into agreement with the city.
- 9 Initial payment (50% of the total) is made to applicant and work commences.
- 10 When project is at half-completion, an additional payment of 25% will be processed.

Upon completion of project and approvals from any needed inspections, the final 25% is released to the applicant.