

# Welcome to Bedford, Iowa...

...whatever it is you are looking for, you can find it here!

Centrally located between Omaha, Kansas City, and Des Moines, Bedford, Iowa is a community on the move. Whether you are looking to open a new service or retail establishment, or grow your current manufacturing facility, we are excited that you have considered us for your businesses' future, and are optimistic that we have just what you are looking for.

Our Industrial Park offers sites ready for new construction and offers the opportunity to expand new or existing industry. Commercially zoned lots are also available for smaller or service based business looking for new construction options, or historic downtown buildings offer the rustic charm that is so popular today...all while maintaining lower overhead costs than other locations.

Bedford is also conveniently located at the intersection of State Highways 2 and 148, adding value to travel, shipping and transportation logistics. Couple that with state of the art fiber optic capabilities, as well as new business incentive programs, and you have a business solution that makes sense...no matter how large or small your company is!

This Business Marketing Packet should contain most of the information you need to get started, however, should you have additional questions, we encourage you to contact us. We look forward to the opportunity to serve you, and your business.



622 Court Avenue  
(712) 523-3637  
[www.facebook.com/bedfordiachamber](http://www.facebook.com/bedfordiachamber)



# Building Permits

Building permits are required for all fences and any building, structure, or sign that is erected or altered within Bedford City Limits. Application forms for all fences and any building, structure, or sign are included in this packet for your convenience. After completion, you will need to submit your application, and fees to Bedford City Hall for approval. Please, do not begin your project before your application has been approved. Questions and/or concerns can be directed to:

- ◆ **Bedford City Hall**  
(712) 523-2210  
625 Court Avenue  
Bedford, IA 50833  
[www.bedfordia.org](http://www.bedfordia.org)

## Digging for your project?

Whether you're trenching in a field, planting a tree or digging a foundation, Iowa law requires everyone to locate underground utilities before digging. This will prevent injury and disruption of underground utility lines. First, notify Iowa One Call to begin the process, then wait 48 hours (excluding Saturday, Sunday and legal holidays) BEFORE any digging begins. Their team of professionals will come and flag your location. Call or click before you dig....this service is FREE and it's the law.

Ways to schedule Iowa One Call:

- ◆ **Call 811**
- ◆ **Visit [www.iowaonecall.com](http://www.iowaonecall.com)**

# City of Bedford Building Permit

(Municipal Zoning Code)

Permit Fee: \$ \_\_\_\_\_  
(\$100.00 Minimum / \$.25 x SQ FT)

Application Date: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Building Site Address: \_\_\_\_\_

Type of Building Permit Requested: \_\_\_\_\_

Property Legal Description

Zoning / Building Official Review Date: \_\_\_\_\_

◆ Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

◆ Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

◆ Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

◆ Architect Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

◆ Engineer Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Notes:

All plans and specifications for the structure subject to this permit application shall be provided with the completed application in full form.

A permit fee shall be collected at the time of submission of the permit request.

Comments by Building Official: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permit Approved

Permit Denied

Building Official Signature: \_\_\_\_\_ Date \_\_\_\_\_

# City of Bedford Sign Application and Permit

Permit Fee: \$ \_\_\_\_\_

(\$5.00 Minimum / \$2.00 x SQ FT of Display Space)

Application Date: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Location of Sign: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Sign Erector: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Type of Sign

- Ground
- Wall
- Roof
- Projecting

## Additional Information

- Illumination
- Internal
- External

## Description and Placement of Proposed Sign

Height: \_\_\_\_\_

Width: \_\_\_\_\_

Area (SQ FT): \_\_\_\_\_

Sign Set Back Distance: \_\_\_\_\_ From: \_\_\_\_\_

Is there an Electrical Permit Required?  Yes  No

Comments: \_\_\_\_\_

## Notes: This Sign Permit will not be issued without the following attachments.

1. One blueprint/ink drawing of the plans and specifications and method of construction and the attachment to the building or the ground.
2. Copy of stress sheets and calculations showing the structure is designed for dead load and wind pressure in any direction in the amount required by ordinances of the City of Bedford.
3. Written consent of the owner of the building, structure or land on which the structure is to be erected.
4. Position of the sign or other advertising structure in relation to nearby buildings, roads or structures.
5. Such other information the building official shall require to show full compliance with the ordinances of the city.

**I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of Construction.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Bedford Fence Permit

(Municipal Zoning Code)

Permit Fee: \$ 25.00

Application Date: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Fence Site Address: \_\_\_\_\_

Type of Fence Permit Requested: \_\_\_\_\_

Property Legal Description

Zoning / Building Official Review Date: \_\_\_\_\_

◆ Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

◆ Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Neighbor Release Statement: \_\_\_\_\_

## Notes:

A \$25.00 permit fee shall be collected at the time of submission of the permit request.

Please provide a diagram of the fence location and other structures in the space provided below:

Permit Approved

Permit Denied

Building Official Signature: \_\_\_\_\_ Date \_\_\_\_\_

# City of Bedford

## Accessory Building Permit

(Municipal Zoning Code)

Permit Fee: \$ \_\_\_\_\_  
(\$25.00 Minimum / \$.10 x SQ FT of Display Space)

Application Date: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

Type of Accessory Building Requested: \_\_\_\_\_

Property Legal Description

Zoning / Building Official Review Date: \_\_\_\_\_

◆ Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

◆ Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Neighbor Release Statement: \_\_\_\_\_

### Notes:

A permit fee shall be collected at the time of submission of the permit request.

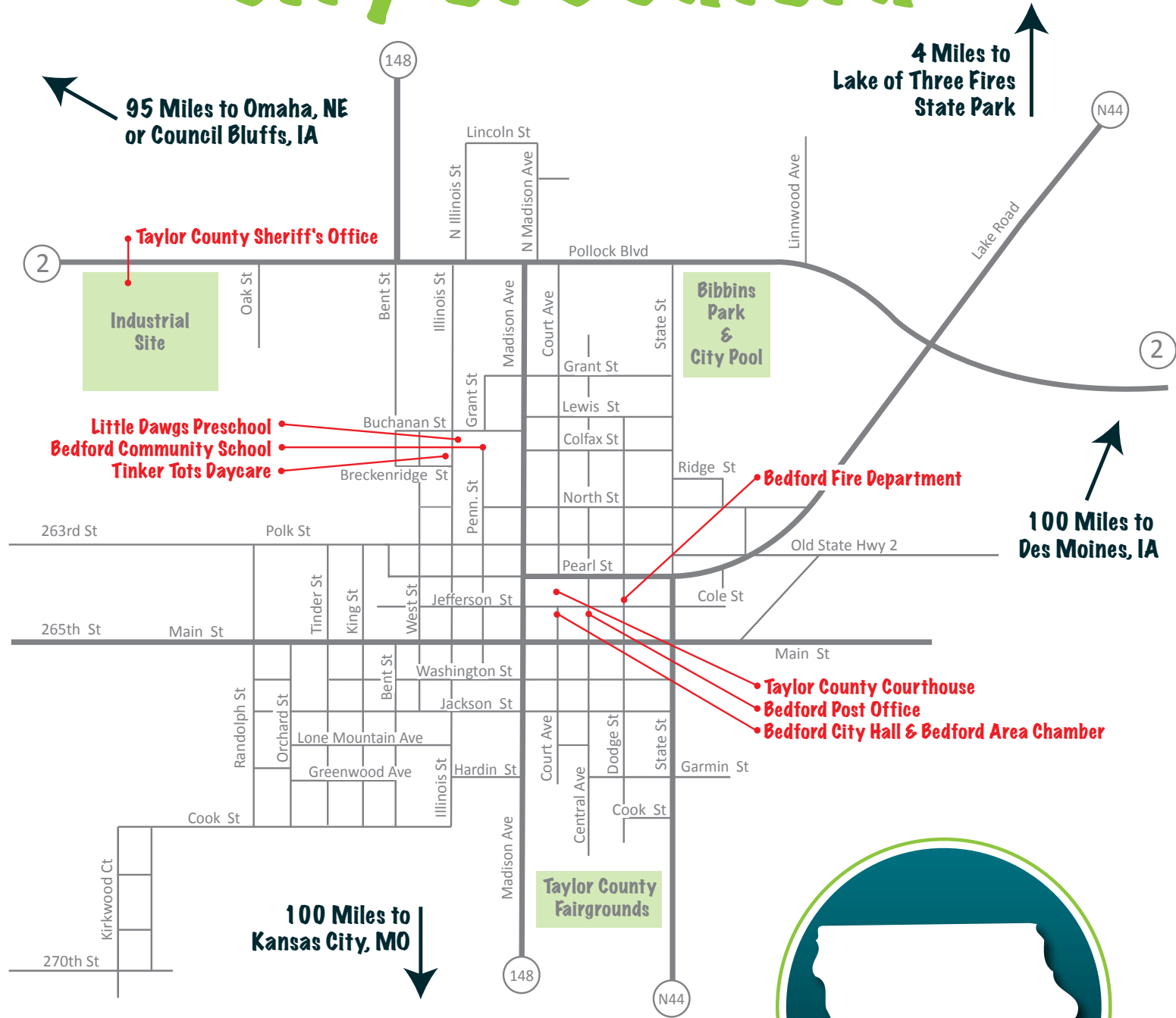
Please provide a diagram of the accessory building location and other structures in the space provided below:

Permit Approved

Permit Denied

Building Official Signature: \_\_\_\_\_ Date \_\_\_\_\_

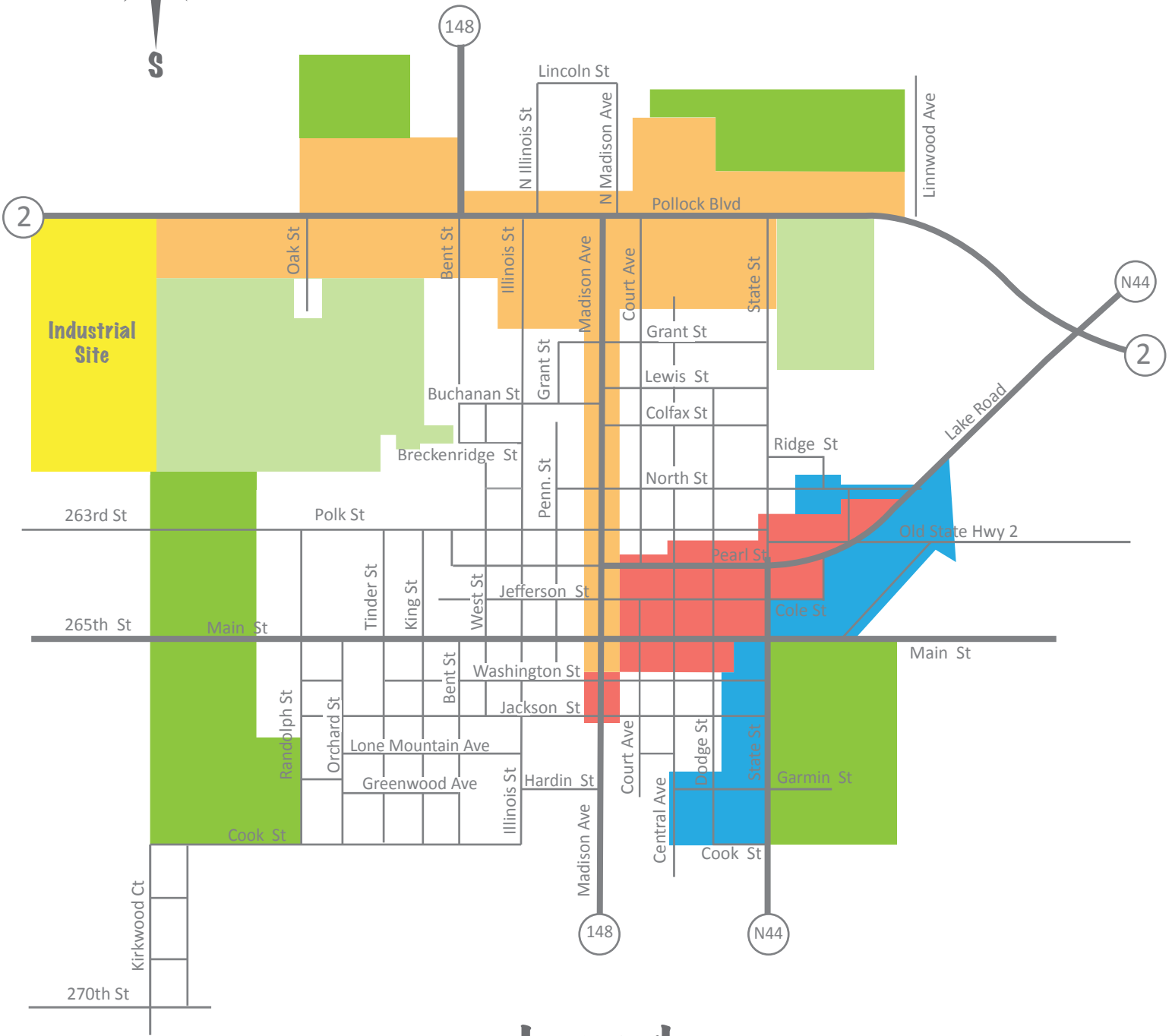
# City of Bedford



**Let us show you around town...stop in to see us!**  
 622 Court Avenue  
 (712) 523-3637  
[www.facebook.com/bedfordiachamber](http://www.facebook.com/bedfordiachamber)

# City of Bedford

## Zoning Districts



### Legend

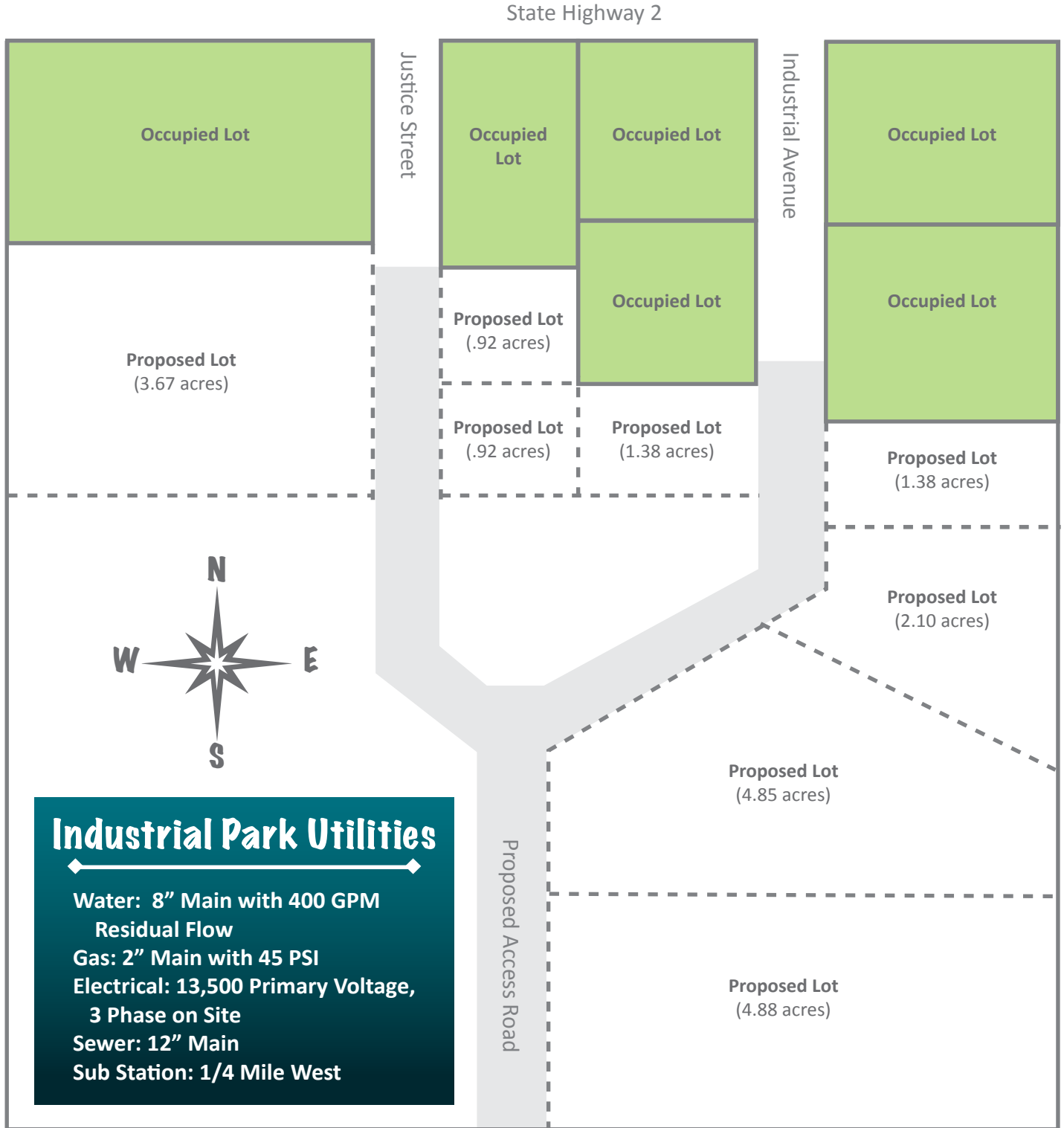
	GENERAL COMMERCIAL		OPEN SPACE / PUBLIC PARK
	HIGHWAY COMMERCIAL		AGRICULTURE
	HEAVY INDUSTRY		LIGHT INDUSTRY



# Bedford Industrial Park

## 39 Acres Available

Custom Size Lots Available to Suite Your Needs / Will Build to Suit



# Employee & Family Benefits

We have included our Community Profile in this packet which does an excellent job of showcasing Bedford and highlighting everything it has to offer its residents. It is here that you will find information on local business, area attractions, recreational opportunities, healthcare options, as well as ways to get involved through religious and organization choices. Before long you will realize that Bedford truly is a great place to work, live, and raise a family.

- ◆ **Population: 1,398**
- ◆ **County: Taylor (County Seat)**

- ◆ **Elevation: 1,129 ft**
- ◆ **Total Area: 1.61 sq mi**

## Top 5 Benefits of Small-Town Life:

**1) Lower Cost of Living:** Iowa, and Bedford Iowa in particular, offers residents and businesses alike the chance to get ahead. You may be surprised when buying groceries or looking for a home, that you will get more for your money.

### Real Estate Agencies

- ◆ **Simmons Realty**  
(712) 523-2414  
625 Court Avenue  
[www.simmonsrealty.com](http://www.simmonsrealty.com)
- ◆ **Tri-N-Realty**  
(712)-523-2150  
[www.trinrealty.com](http://www.trinrealty.com)
- ◆ **Maynes Real Estate**  
(641) 333-2205  
124 N Main Street, Suite B - Lenox, IA 50851  
[www.maynesrealty.com](http://www.maynesrealty.com)
- ◆ **Preferred Properties**  
(641) 333-2705  
500 W Temple Street - Lenox, IA 50851  
[www.southwestiowaland.com](http://www.southwestiowaland.com)

### Rental Property

- ◆ **Perdew Investments**  
(712) 523-3332
- ◆ **Schuelke Properties**  
(712) 427-0027
- ◆ **Sleep Properties**  
(712) 542-7908
- ◆ **Randy Simmons**  
(712)523-2414

### Income Based/Retired Housing

- ◆ **Northside Apartments**  
(712) 328-2222  
1540 Madison Avenue
- ◆ **Silverhills Apartments**  
(712) 523-2161  
1302 Illinois Street

**2) Great Education Opportunities:** The mission of the Bedford Community School District is to provide each student (K-12) with the best education possible by motivating students through quality education, programs, opportunities, experiences, and role models necessary to become productive citizens and life-long learners who can cope with everyday life in our ever-changing world.

### Kindergarten - 12th Grade

- ◆ **Bedford Community School**  
(712)523-2114  
906 Pennsylvania Street  
[www.bedford.k12.ia.us](http://www.bedford.k12.ia.us)
- ◆ **90% Graduation Rate**
- ◆ **13:1 Teacher-Student Ratio**
- ◆ **Top 140 in Iowa for: Best School Districts in Iowa & Safest School Districts in Iowa**
- ◆ **Priority to Student Technology:**
  - Grades 9-12: Apple Macbook Air
  - Grades 6-8: Apple iPad Air 2
  - Grades 3-5: Each share a Chromebook laptop with one other student.
  - Grades K-2: Each share an Apple iPad with one

## Great Education Opportunities (Continued)

### Preschool

- ◆ **Little Dawgs Preschool**  
(712) 523-2116  
906 Pennsylvania Street  
[www.maturacommunityaction.maturaact.org](http://www.maturacommunityaction.maturaact.org)
- ◆ **Tinker Tots Preschool & Child Care**  
(712) 523-2411  
1006 Illinois Street  
[www.facebook.com/tinkertotspreschool50833](http://www.facebook.com/tinkertotspreschool50833)

**3) Close-Knit Community:** You know your neighbors. You know them because you cheer on the Bedford Bulldogs side by side at games and you bump into them on Main Street running errands. And if you don't know them, you take a plate of cookies, knock on the door and introduce yourself...small town hospitality at its finest.

### We are Proud to be a Home Base Iowa Community



The Bedford Community offers several benefits for veterans and military members who chose to relocate to this Iowa community. As a Home Base Iowa partner, Bedford welcomes veterans and military members with open arms and numerous incentives.

- 4) Better Quality of Life:** Better Quality of Life can mean a number of things, and in Bedford it does. It means...
- ◆ **Slower Pace:** Far away from the hustle and bustle of a big city, the slower, more relaxed lifestyle of small towns can be a welcome change of pace.
  - ◆ **Less Crime:** It's safe for kids to play outside, to leave your bike in front of the post office, and to leave your car windows down on hot summer days.
  - ◆ **Less Traffic and Pollution:** Fewer people means fewer cars, and wide open spaces mean more opportunity to take a big deep breath of country air. Not to mention, we only have one stop light in town. That's right...just one!

**5) Network of Support:** With several organizations and/or churches to choose from, it is easy to get involved in our community in numerous capacities. Believing in Bedford is something that we all have in common, and the common goal of making it a great community for residents and visitors is apparent. The Bedford Area Chamber is a great resource for information, and community guidance!

- ◆ **Bedford Area Chamber**  
622 Court Avenue  
(712) 523-3637  
[www.facebook.com/bedfordiachamber](http://www.facebook.com/bedfordiachamber)

# Starting a Small Business

## Do you have an idea for a business? Need help figuring out the right steps to start your business?

We encourage you to contact America's Small Business Development Centers (SBDC) Iowa, in Creston, Iowa. The center provides entrepreneurial based services in the form of workshops, seminars, and courses that address the needs of those interested in starting a business or improving an existing small business.

Some services are even free!

- ◆ **America's Small Business Development Centers: Iowa**  
(641) 782-1483  
at Southwestern Community College  
1501 W Townline  
Creston, IA 50801  
[www.iowasbdc.org](http://www.iowasbdc.org)

America's SBDC Iowa can unlock the potential of any business by providing business expertise normally reserved for large, established companies. their no-fee, one-on-one counseling is customized to you and your business and their workshops are extremely affordable and practical. If you have the drive to succeed, they can help make your business successful.

Business counseling and training focuses on specific business needs including, but not limited to:

- ◆ **New Business Guidance**
- ◆ **Loan Proposal Assistance**
- ◆ **Market Research Services**
- ◆ **Cash Flow Projections**
- ◆ **Human Resource Management**
- ◆ **Strategic Planning**
- ◆ **Business Continuity Planning**
- ◆ **Accounting & QuickBooks**
- ◆ **Writing a Business Plan**
- ◆ **Business Planning & Modeling**
- ◆ **Financing Opportunities**
- ◆ **Export Assistance**
- ◆ **Business Succession Strategies**
- ◆ **Business Growth Strategies**
- ◆ **Disaster Recovery**
- ◆ **Market Planning & Strategy**
- ◆ **Basic Business Start-up**
- ◆ **Pricing**

### Other Business Development Programs:

For detailed information on additional programs available through the State of Iowa, please contact:

- ◆ **Iowa Economic Development Authority**  
[www.iowaeconomicdevelopment.com](http://www.iowaeconomicdevelopment.com)
- ◆ **Small Business Administration**  
[www.sba.gov](http://www.sba.gov)

## Licensing & Operating your Business In Iowa

Did you know the state of Iowa does not have a “general” business license? Instead, Iowa regulates the activity of your business or profession. ◆

Whether you’re a newly established business wondering how to fulfill your licensing obligations, a contractor looking for registration information, or an existing corporation seeking to expand your business lines or geographic footprint, here is some information you may want to know.

- ◆ **Sales Tax Permit or Tax ID Number**

Iowa Department of Revenue  
(515) 281-3114  
idr@iowa.gov

- ◆ **Sole Proprietorship Registration**

Taylor County Recorder  
(712) 523-2275

- ◆ **Corporation, Limited Liability Company or Nonprofit Registration**

Secretary of State  
(515 )281-5204  
sos@sos.iowa.gov

## FAQs

### **Do I Need A Sales Tax Permit?**

It depends. You need this kind of business tax permit if your business sells taxable items in the state of Iowa. If you have multiple business locations, you’ll need an Iowa state sales tax permit for each one. If you don’t qualify for a sales tax permit, you may need a use tax permit, meaning your product is subject for sales tax but is sold outside of Iowa for use in Iowa.

### **What is an EIN number?**

A federal employer identification number, or EIN, is a nine-digit number the IRS assigns to businesses for tax filing and reporting purposes. However, most sole proprietors don't need to obtain an EIN and can use their Social Security numbers instead. Even so, you may want to obtain an EIN anyway.

### **What business permits are required by the City of Bedford?**

For additional business assistance you may want to contact:

- ◆ **Iowa Source Link**

(866) 537-6052  
www.iasourcelink.com

# Utilities & Communication

Bedford Public Works is committed to providing professional and quality services to citizens and business owners. Their mission is to operate and maintain all divisions safely and in compliance with State and Federal regulations, to give property owners, residents and businesses the best possible service for their money.

For assistance with the services necessary to operate your business, please contact the providers below.

## Water, Sewer, and Natural Gas

- ◆ **Bedford City Hall**  
(712) 523-2210  
625 Court Avenue  
[www.bedfordia.org](http://www.bedfordia.org)

## Electricity

- ◆ **MidAmerican Energy**  
(888) 427-5632  
[www.midamericanenergy.com](http://www.midamericanenergy.com)

## Sanitation

- ◆ **Hawn Sanitation**  
(712) 523-3116

## Telephone & Internet

- ◆ **Frontier Communications**  
(800) 921-8101  
[www.frontier.com](http://www.frontier.com)
- ◆ **Mediacom**  
(855) 633-4226  
[www.mediacomcable.com](http://www.mediacomcable.com)

## Fiber Optic Internet Services

Farmers Mutual Telephone Company provides technically advanced communication services over a fiber-optic redundant network that is superior to other service providers and their networks. Their network offers several technical benefits compared to providers who offer only coaxial, copper, wireless or satellite network delivery solutions.

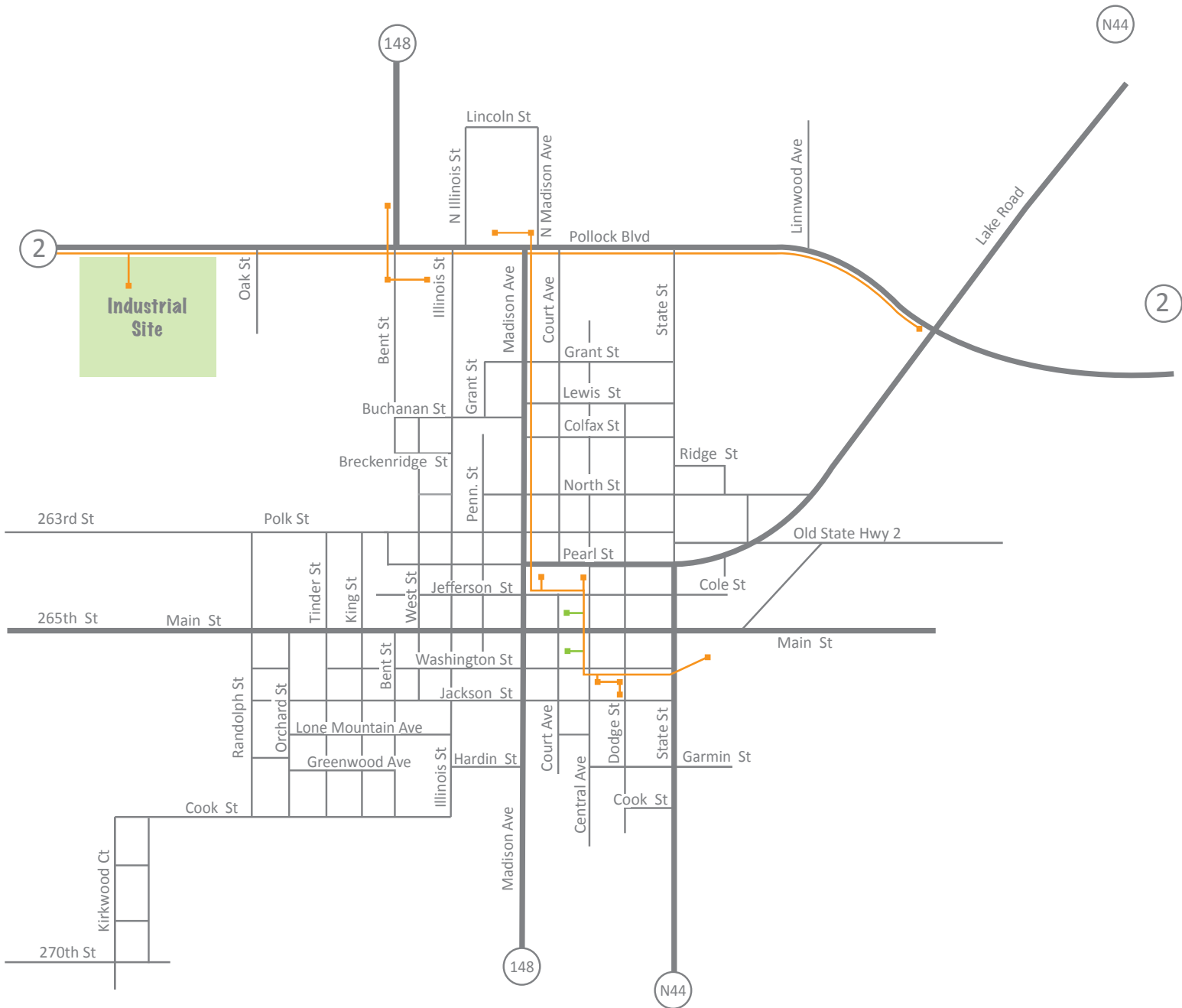
- ◆ **Farmer's Mutual Telephone Company (FMTC)**  
(712) 829-2111  
[www.myfmtc.com](http://www.myfmtc.com)

## Postage & Shipping

- ◆ **United States Postal Service: Bedford**  
(712) 523-2360  
609 Central Avenue  
Bedford, IA 50822
- ◆ **UPS**  
(888) 742-5877  
[www.ups.com](http://www.ups.com)

\*Daily deliveries are currently made to Bedford, and daily pick-up can be added to route

# Current Fiber Optic Line



- Existing Fiber
- Existing Duct

# Funding Sources & Incentives

## Iowa is a Great Place to do Business

“Manufacturing is strong, and the financial services sector is thriving. In a state with world-renowned research institutions and robust innovation, Iowa bioscience companies are at the forefront of breakthroughs in plant, animal and human bioscience industries. Iowa is a right to work state with a low cost of doing business. The state’s success may be partially because Iowa has a business climate that consistently ranks among the best in the nation. Or, it could be the legendary Midwestern work ethic, the abundant raw materials or access to markets that makes companies prosper.”

-- Iowa Department of Economic Development

## Lower Business Costs, Higher Profits

“Low operational costs, a pro-business environment and an educated labor force all make Iowa the perfect choice to start and expand a business. Iowa has lower rental and construction costs than the national average, lower payroll costs, lower workers' compensation costs and lower utility costs. It’s why global tech leaders like Google, Facebook and Microsoft have invested billions over the last several years to expand in Iowa. Look at the numbers. Read our success stories. Listen to our CEOs. Find out how an Iowa location can improve your bottom line.”

-- Iowa Department of Economic Development

## Funding Sources:

### Small Business Administration Guaranteed Loans (SBA):

Many banks work with the SBA to provide small business loans. The SBA doesn’t loan money directly to businesses, but instead works with local banks to provide a loan guarantee. This decreases the level of risk for your bank, which then makes it easier for your bank to provide your loan. There are several types of SBA loan guarantee programs that may work for you and your banker.

We encourage you to contact one of our local banks to discuss possible SBA loans for your venture.

◆ **Great Western Bank | (712) 523-3611**

1609 Madison Avenue

Bedford, IA 50833

[www.greatwesternbank.com](http://www.greatwesternbank.com)

◆ **PCSB | (712) 523-**

Pollock Boulevard

Bedford, IA 50833

[www.wearepcsb.com](http://www.wearepcsb.com)

◆ **State Savings Bank | (712) 523-2131**

612 Central Avenue

Bedford, IA 50833

[www.yourfullservicebank.com](http://www.yourfullservicebank.com)

## Revolving Loan Funds (RLF):

Iowa has many revolving loan programs available for small businesses. These programs typically provide loans to businesses located in specific communities or regions and are offered through many different agencies. When looking at applying for a revolving loan, it’s important to know that you will also be working with your local bank or other lending agency for the primary source of the money you need, with the revolving loan providing the additional funds to make up the ‘gap’ between what the primary lender will provide and what you need for your total project.

Below is a list of area RLF options.

◆ **Bedford Area Chamber (Application included in Packet) | (712) 523-3637**

◆ **Central Iowa Power Cooperative | (319) 366-8011**

◆ **Farmer’s Mutual Telephone Company | (712) 829-2111**

◆ **Grow Iowa Foundation | (641) 343-7977**

◆ **Southern Iowa Council of Governments (SICOG) | (641) 782-8491**

◆ **Southern Iowa RC&D | (641) 782-7058**

◆ **Southwest Iowa REC | (641) 322-3165**

◆ **USDA Rural Development | (712) 254-4363**

IRP: Intermediary Relending Program, RBDG: Rural Business Development Grant, REDG: Rural Economic Development Grant, and RMAP: Rural Microentrepreneur Assistance Program



### **Microloans:**

If you've found that you are not able to obtain a bank loan for your business, you may find success through a microloan program. Microloan programs usually offer small business loans from \$5,000 to \$50,000, and can also provide technical assistance to help you with your business. Two organizations in Iowa that provide microloans are:

- ◆ **IowaMicroLoan**
- ◆ **Targeted Small Business Program**

### **Other Business Development Programs:**

For detailed information on additional programs available through the State of Iowa, please contact:

- ◆ **Iowa Economic Development Authority**  
[www.iowaeconomicdevelopment.com](http://www.iowaeconomicdevelopment.com)
- ◆ **Small Business Administration**  
[www.sba.gov](http://www.sba.gov)

### **Incentives:**

#### **Tax Increment Financing or TIF:**

Tax Increment Financing (TIF) is a financing mechanism for Urban Renewal. It involves freezing the tax base (property values) within a designated area. Property taxes levied against the frozen tax base continues to provide revenue to all taxing authorities (counties, cities, schools, etc.). Property taxes levied against the increased property values in the designated area provide revenue to the taxing authority that created the TIF to finance improvements made until the TIF ends. Once the TIF ends, property taxes are apportioned among all taxing authorities.

TIF is available to businesses that both qualify for the program and generate new property taxes through either new construction or substantial renovation of their current facility. New property taxes created through capital investment are rebated back to your company over an agreed upon period of time.

If you think that your business qualifies for a TIF program, or to learn more, please contact:

- ◆ **Bedford City Hall**  
(712) 523-2210  
625 Court Avenue  
Bedford, IA 50833  
[www.bedfordia.org](http://www.bedfordia.org)

In addition, we have included applications for businesses offered by the City of Bedford.

- ◆ **Application for Tax Exemption**
- ◆ **Application for Business and Industry Utility Incentives**

There are many additional incentive and grant opportunities offered through Iowa Economic Development and the State of Iowa. We encourage you to research these possibilities to help get your business off the ground.

- ◆ **Iowa Economic Development: Business Development**  
(515) 348-6195  
[www.iowaeconomicdevelopment.com/business](http://www.iowaeconomicdevelopment.com/business)



# Revolving Loan Fund Application

622 Court Avenue | Bedford, IA 50833 | (712) 523-3637 | www.facebook.com/bedfordiachamber

## I. Basic Information

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_ (Social Security # if Sole Proprietorship)

D&B DUNS #: \_\_\_\_\_

### Other Contacts and/or Application Assistance Providers

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Type of Business

Sole Proprietorship     Corporation     LLC     Partnership

Have you ever filed personal or corporate bankruptcy?     Yes     No

If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## II. Nature of Loan Request

Amount of Loan Request: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

New Business     Business Expansion

Number of Existing Jobs: \_\_\_\_\_ Number of Jobs Created: \_\_\_\_\_ Number of Jobs Retained: \_\_\_\_\_

Average Wage per Hour: \_\_\_\_\_

## III. Financing Purpose and Sources

Purpose of Funds	IRP/RLF	Bank #1	Bank #2 (specify)	Other (specify)	State of IA	New Equity	Total
Property Acquisition							
Site Improvements							
Building Renovation							
New Construction							
Equipment							
Working Capital							
Inventory							
Other (specify)							
Total							

#### IV. Financing Terms and Conditions

Amounts	RLF	Bank #1	Other #1 Bank #2	Other # 2 (specify)	State of IA	Equity	Total
% of Project Costs							
Terms (years)							
Interest Rates							
Debt Service							
Collateral Asset							
Lien Position							
Collateral Asset							
Lien Position							

**Participating Bank #1:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Participating Bank #2:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Other Lender #1:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Other Lender #2:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

#### V. Questions

**A.** Will you agree to make a conscientious effort to hire your employees from this area when possible, paying particular attention to displaced farm families, the underemployed and the unemployed in the county?

Yes

No

**B.** Will any current employees lose their jobs if this project is NOT approved?

Yes

No

**C.** Explain why our assistance is needed and why it is not feasible to obtain assistance elsewhere (i.e. specific reasons why the project could not be or would not be accomplished without our assistance).

**D.** Is this Company willing to give preference in hiring to low or moderate income persons?

Yes

No

**E.** Are you related to any current or former Director of the Bedford Area Chamber, current or former officer of the Bedford area Chamber, Loan Review Committee member for this Revolving Loan Fund, or the Development Finance Director of the Bedford Area Chamber?

Yes

No

## **IV. Business Plan Outline**

### **A. Executive Summary of the Company and the Project**

### **B. Brief History of the Business**

- ◆ Describe the past operation of the business and/or the events leading to its creation.
- ◆ Current or proposed ownership
- ◆ Number of employees; average wage; benefit and training package, etc.

### **C. Market Analysis and Strategy**

- ◆ Description of current buyers and target markets (provide verification of purchase orders, contracts, etc. which relate to reasons for the loan request).
- ◆ Compensation
- ◆ Pricing
- ◆ Distribution
- ◆ Advertising
- ◆ Sales Promotion

### **D. Products**

- ◆ Description of product line
- ◆ Proprietary position of patents, copyrights, legal and technical considerations.
- ◆ Comparison to competition

### **E. Manufacturing Process**

- ◆ Materials
- ◆ Production Methods

### **F. Describe the Project**

- ◆ Describe the project to be undertaken including a timeline.
- ◆ Has the project started? If yes, please explain.
- ◆ Breakdown the number of new employees to be hired within the next 24 months and include average wage.
- ◆ Include construction blueprints and/or a list of equipment to be purchased as part of the project. If a contractor, architect, or equipment vendor have been selected, please include information on that business.

### **G. Financial Statements**

- ◆ Sources/Uses Statement for the project.
- ◆ Monthly Cash Flow Analysis for next 12 months.
- ◆ Profit and Loss Statement: last three years, current quarter, plus two-year projection.
- ◆ Balance Sheet: last three years, current quarter, plus two-year projection.
- ◆ Schedule of existing business debt including outstanding balance, interest rate, terms, maturity date, and collateral on all existing debt.

### **H. Statement of Proposed Collateral**

- ◆ A detailed list of all collateral offered, it's value, and security position by funding source.

### **I. Resume and Personal Financial Statement**

- ◆ Include resume of all principals as well as current, dated, and signed personal financial statements on all principals with significant financial interest in this business.

### **J. Commitment Letters**

- ◆ Include commitment letters from banks or others which state the terms and conditions of their participation.

### **K. Affiliates**

- ◆ Description of any affiliates or subsidiaries of business or principals requesting assistance, as well as balance sheets and income statements for past two fiscal years on such affiliates or subsidiaries.

**L. Appraisals/Proposed Lease/Purchase Options or Agreements**

- ◆ An independent appraisal will be required for any real estate which is a subject of the proposed financing or which is offered as a major source of collateral to secure the loan. Also include copies of existing or proposed leases, purchase options or agreements or any other financial arrangements.

**M. Partnership Certificate of Authorization or Corporate Certificate of Authority and Incumbency**

- ◆ Include minutes of the corporate meeting adopting the certification if applicable.

**N. Other Required Documents**

1. Copy of last year's submitted business Income Tax Statement.
2. Copy of last year's submitted personal Income Tax Statement
3. Articles of Incorporation (or Organization of LLC)
4. Bylaws
5. Written verification from primary lender that project could not be funded from commercial sources - either due to underwriting guidelines, rates, and/or terms.
6. Evidence of payment of last quarters payroll tax
7. Evidence of Worker's Compensation insurance coverage

**Certification to be Signed by Applicant**

The undersigned, duly authorized officers of Applicant, hereby certify that the filing of this application was duly authorized by its Board of Directors (or governing body), that the statements made in the foregoing application and all exhibits and documents submitted in connection therewith are true and correct to be the best information and belief of the undersigned and are submitted as a basis for the loan.

Likewise, the undersigned has willfully furnished this confidential information to Bedford Area Chamber for the purpose of applying for a loan. I understand this information will be reviewed by the Revolving Loan staff. I further understand that this information will become available to the Revolving Loan Fund Loan Review Committee and the Bedford Area Chamber Board of Directors. I further authorize the Revolving Loan Fund staff to be in contact with those individuals and institutions involved in the proposal project.

In addition, the undersigned also acknowledges that the loan applicant will be responsible for all "out of pocket" expenses such as, but not limited to, attorney fees, abstract charges, filing fees, appraisals and environmental reviews.

**Name of Applicant:** \_\_\_\_\_  
(Individual, general partner, trade name, corporation, or political subdivision)

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Attest by:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Right to Financial Privacy Act of 1978**

**Notice:**

This act is designed to protect your right to financial privacy. This is notice to you, as required by the Right to Financial Privacy Act of 1978, of Bedford Area Chamber’s access rights to financial records held by financial institutions that are or have been doing business with you or your business, including any financial institution participating in this loan guaranty in connection with your loan application. The law provides that the access rights continue for the term of any approved loan without any further notice as long as the Bedford Area Chamber retains any interest in the loan.

**Acknowledgment -**

I (We) certify that I (We) have read this notice and that I (We) have been given a copy of it.

**Business Name:** \_\_\_\_\_

**By:** \_\_\_\_\_  
(Name and Title)

**Date:** \_\_\_\_\_

**Proprietor, Partners, Principals and Guarantors -**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### Important Notice:

The following information is requested by the Federal Government for certain types of loans and grants, in order to monitor compliance with civil rights laws. You are not required to furnish this information, but are encouraged to do so. The law requires that a program recipient may neither discriminate on the basis of this information nor on whether you choose to furnish it. However, if you choose not to furnish it, under federal regulations, this program representative is required to note race/ethnicity on the basis of visual observation or surname.

I do not wish to furnish this information

#### Ethnicity:

- Hispanic or Latino  
 Non Hispanic or Latino

#### Gender:

- Male  
 Female

#### Race (mark one or more):

- White  
 Black or African American  
 American Indian or Alaska Native  
 Asian  
 Native Hawaiian or other Pacific Islander

#### Information provided by:

- Borrower  
 Lender

622 Court Avenue  
Bedford, IA 50833  
(712) 523-3637

[www.facebook.com/bedfordiachamber](http://www.facebook.com/bedfordiachamber)





# City of Bedford - Tax Exemption Application

## Bedford City-wide Urban Revitalization Area

Only one building permit per form -- All questions must be fully answered in order to process request

Applicant (Owner of Record): \_\_\_\_\_

Address: \_\_\_\_\_

Name of Other Owners of Record (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Address of Property of which Exemption is requested: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Improvement for which Exemption is requested (please check ONE):

- New Construction on Vacant Land                       Replacement of Existing Structure  
 Addition of Existing Structure                               Rehabilitation of Existing Structure

General Description of Improvements (please check ONE):

- New House                               House Remodeling                       New Garage  
 New Commercial Building               Commercial Remodeling               Other

Estimated Cost of Improvements: \$ \_\_\_\_\_ Estimated Date of Completion: \_\_\_\_\_

Tax Exemption Applying for (please check ONE):

- Residential**  
Residential assessed property consisting of one (1) or two (2) separate living quarters: One hundred percent (100%) exemption on the value ADDED by the improvements for the first three (3) year period and fifty percent (50%) exemption of the value ADDED by the improvements for years four (4) and five (5).
- Commercial Option One:** Commercial assessed property (including residential property consisting of three (3) or more separate living quarters) one hundred percent exception (100%) on the valued ADDED by the improvements for the first three (3) years.
- Commercial Option Two:** Commercial assessed property (including residential property consisting of three (3) or more separate living quarters) partial exemption on the value ADDED by the improvements on the following schedule: First Year: eighty percent (80%), second year: seventy percent (70%), third year: sixty percent (60%), fourth year: fifty percent (50%), fifth and sixth years forty percent (40%), seventh and eighth years: thirty percent (30%), ninth and tenth years: twenty percent (20%).

Tenant Relocation Requirement (must check one):

- Relocation payment to displaced tenant does not apply since dwelling unit is owner occupied, no tenant has continuously occupied the unit since May 1, 1994, or no displacement will occur.  
 Relocation payment applies.

Payment was due and made to: \_\_\_\_\_

(Attach statement describing relocation particulars and receipt verifying tenant compensation)

**Acknowledgments:**

The applicant hereby states that the improvements made to said property conform to city zoning ordinances and to all applicable building codes, and is in accordance with a valid building permit. The applicant certifies that all information in this application and all information given in support of this application for the purpose of obtaining an exemption from taxes on value ADDED on said property due to improvements is true and complete to the best of the applicant's knowledge and belief. The City of Bedford reserves the right to verify information provided in this application and to amend information which is incorrect or does not correspond to independently obtained information.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To be Completed by the City**

**Date Received:** \_\_\_\_\_ (forward to Assessor by March 1)

**Current Assessed Value from Tax Records:** \_\_\_\_\_

**Land: \$** \_\_\_\_\_

**Buildings: \$** \_\_\_\_\_

**City Council Action**

**Approved: Resolution #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Disapproved: Reason** \_\_\_\_\_

**To be Completed by County Assessor**

**Date Received:** \_\_\_\_\_

**Reviewed and Approved**

**Reviewed and Disapproved**

**Reason for Disapproval:** \_\_\_\_\_

**Returned to City (date):** \_\_\_\_\_

**Notifications Sent by City Applicant (date):** \_\_\_\_\_

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*City of Bedford*

**625 Court Avenue | Bedford, IA 50833**

**(712)523-2210**

**www.bedfordia.org**

# City of Bedford Tax Abatement

## City-wide Urban Revitalization Area

### Purpose of Tax Abatement

The Bedford City Council established a city-wide urban revitalization to encourage the rehabilitation of existing residential and commercial structures and new construction by not penalizing this investment through higher taxes. Over time, all the residents of Bedford will benefit by this program due to increased population and a larger tax base. Existing taxes are not reduced by tax abatement, nor will other taxpayers have increased taxes. **Only property taxes resulting from certain improvements that increase existing assessed value forgiven, or in other words, the ADDED taxes of the property are forgiven for a short period of time.** At the end of the abatement (also called exemption) period, normal tax payments resume. **Forgiven taxes do not have to be repaid.**

### Eligible Improvements:

Improvements made to both residential and commercial properties located within the Bedford City Limits are eligible to apply for tax abatement on the assessed ADDED VALUE to the property if they meet certain simple criteria. These criteria are:

Residential improvements must increase current valuation by ten percent (10%)

Commercial improvements must increase current valuation by fifteen percent (15%)

Property Owner must provide relocation to displaced tenants (if necessary) due to eligible improvements.

You must have a valid building permit (if applicable) and adhere to all zoning and relevant building codes.

Abatement related improvements were begun after May 1, 1995 - Building permits (if applicable) must be dated after May 1, 1995.

The property owner completes and files and Application for Tax Exemption

### Non-Eligible Improvements:

Improvements minor in nature that do not increase the assessed valuation by the statutory requirements do not qualify. Such improvements may include, but are not limited to: roof replacement, furnace work, sidewalk replacement, etc. Any improvements that are in violation of zoning or building ordinances and codes are also ineligible.

### Residential Abatement

Residential is classified as structures consisting of one (1) or two (2) separate living quarters, or in other words, single family homes or duplexes. Residential Tax Abatement observes the following schedule:

Year 1: 100% Abatement

Year 2: 100% Abatement

Year 3: 100% Abatement

Year 4: 50% Abatement

Year 5: 50% Abatement

### Commercial Abatement

Commercial is classified as structures consisting of three (3) or more separate living quarters and structures built for and/or used for constructing commercial business. Property owners requesting Commercial Tax Abatement can choose one of two ADDED value abatement schedules.

#### Option One:

Year 1: 100% Abatement

Year 2: 100% Abatement

Year 3: 100% Abatement

#### Option Two:

Year 1: 80% Abatement

Year 2: 70% Abatement

Year 3: 60% Abatement

Year 4: 50% Abatement

Year 5: 40% Abatement

Year 6: 40% Abatement

Year 7: 30% Abatement

Year 8: 30% Abatement

Year 9: 20% Abatement

Year 10: 20% Abatement

### **Where and When to Apply**

Applications can be obtained at Bedford City Hall. Applications must be completely filled out in order to be processed and be accompanied by a legal description of the property. You may fill out the application when the building permit is issued or at a later time. **Important: Applications must be filed with the city before February 1 of the year which the improvements will first appear on the Assessor's Tax Rolls. For example: a home begun May 31, 1995 and finished September 27, 1995 would need to have Application for Tax Exemption filed with the City before February 1, 1996.** It is the responsibility of the property owner to file the application on time and to make sure the application is complete and accurate. If an improvement is not completed at the end of the calendar year, it is the responsibility of the property owner to arrange with the County Assessor which tax year will reflect the increase due to the improvements and file the application accordingly. Late applications can still be processed but you will lose eligible exemptions on a yearly basis up to the date of file.

### **City Council and County Assessor Approvals**

All Applications for Tax Exemption must be approved by Bedford City Council resolution and delivered to the County Assessor for review and approval. The County Assessor will make a physical review of the improvements and will determine the final value of the property and associated improvements. After the exemption is granted it shall continue according to the applicable schedule without further application by property owner. If the property is sold, the exemption is non-transferable and continues with the property under the new owner until the exemption expires.

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*City of Bedford*

**625 Court Avenue | Bedford, IA 50833**

**(712)523-2210**

**[www.bedfordia.org](http://www.bedfordia.org)**

# City of Bedford Application

## for Business & Industry Utility Incentives

Applicant (Owner of Record): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Under Iowa Code 404 and 15A, the City of Bedford may offer the following incentives to new and expanding business and industry. **Grants will be applied towards future City utility charges for each new or expanding business or industry.**

### Type of Business or Industry

- New:** Business or Industry shall include the construction of a new structure within the city limits and connected to city utilities.
- Expanding:** Includes the remodeling or addition to an existing business or industrial facility within the city limits, which is
- A) necessary to allow the continued use of the building for commercial or industrial use; or
  - B) equivalent in cost to 15% of the assessed value of the existing structure before the remodeling or expansion.

Current assess value of structure: \$ \_\_\_\_\_

Amount of Remodel or expansion to existing structure: \$ \_\_\_\_\_

### Type of Enterprise

- Commercial Enterprise:** For each new or expanding commercial enterprise, a **grant** in the amount of **\$1,100.00** shall be paid to the business at the **end** of the first year of it's new or expanding operations.
- Industrial Enterprise:** For each new or expanding commercial enterprise, a **grant** in the amount of **\$1,600.00** shall be paid to the business at the **end** of the first year of it's new or expanding operations.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### To be Completed by the City of Bedford

Date Application Received: \_\_\_\_\_ Initial: \_\_\_\_\_

Date City Utilities Began: \_\_\_\_\_

Date Grant Due: \_\_\_\_\_

City Council Action Taken (date): \_\_\_\_\_

Approved  Disapproved: Reason \_\_\_\_\_

Date Grant Paid \_\_\_\_\_ By: \_\_\_\_\_

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