



SUFFOLK COUNTY INDUSTRIAL DEVELOPMENT AGENCY

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Suffolk County Executive

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IDA APPLICATION INSTRUCTION SHEET

Prior to submitting a completed final application, please arrange to meet with the Agency staff to review your draft application.

Please submit your application to the Agency one week before the scheduled IDA Meeting date.

You can submit a hard copy version or an electronic PDF copy of your application (or both).

A complete IDA application consists of the following:

1. Application Fee: A non-refundable application fee is required at the time of submission, payable to the Suffolk County Industrial Development Agency. The non-refundable application fee is \$2,000 for project requests under \$5 million, and \$4,000 for project requests of \$5 million or more. The application fee will be deducted from the Agency's Administrative Fee at closing. In addition, the IDA may have a cost/benefit analysis and/or a background & credit check performed as part of the application process. The applicant is responsible for the expense associated therewith, if applicable.
2. Cover Letter; Company (Applicant) Narrative: Please submit a brief company/applicant narrative and description of the company's/applicant's operations. The narrative may include, but is not limited to, company/applicant history, type of operations, products and/or services, description of project, importance of project to the company/applicant, etc.

3. Application Form: Please respond to all items either by filling in the blanks, by attachment (by marking space "See Attachment Number 1, etc.), or by N.A., where not applicable. Please sign and have notarized the Certification Statement located at the end of the application.
4. Environmental Assessment Form: An Environmental Assessment Form must be submitted for each project site. Please respond to all items or by indicating "N.A." where not applicable. Attach any supporting documents you may have to this form. Please have the preparer of the form sign and date it.
5. Area Map of Project Location: An area map of the project location should be submitted. You may use a google map, road map, Hagstrom Atlas, etc. Please mark or identify the project site.
6. Bank or Financial Commitment Letter/Letter of Intent: At present, the Agency does not require the applicant to have a written commitment letter at the time of application. However, the Agency strongly advises all applicants to at least have had preliminary discussions with prospective lenders. Documentation of these preliminary discussions may be included in the application.
7. Company (Applicant) Literature/Brochures: Company/applicant literature and brochures may be submitted.
8. Preliminary Plans/Sketches of Project Site(s): Please submit, if available, a site plan or preliminary plan/sketch of the proposed acquisition, rehabilitation, or construction of the project site.
9. Written Contracts or Option to Purchase Site: If the applicant or any related company or person has a written contract or an option to purchase the proposed project site and/or any buildings on the site, please submit a copy to the Agency.
10. Financial Statements-Please submit, under separate cover, a copy of financial statements for the two most recently completed fiscal years. The statements, preferably prepared by a certified public accountant, should include Balance Sheets, and Profit and Loss Statements. Also include Annual Reports (or 10-K's if publicly held) for the two most recent years, Quarterly reports (form 10-Q's) and current reports (form 8-K's) since the most recent annual report, if any.
11. Most recent quarterly filing of NYS Department of Labor Form 45, as well as the most recent fourth quarter filing. Please remove the employee social security numbers and note the full time equivalency for part time employees.

Please Note: Financial statements for applications processed will be returned to the applicant upon request.