

CITY OF LOGAN
DEPARTMENT OF ECONOMIC DEVELOPMENT

**REQUEST FOR ASSISTANCE INSTRUCTIONS FOR ECONOMIC
DEVELOPMENT PROJECTS**

The Municipal Council and the Redevelopment Agency of the City of Logan have adopted resolutions establishing criteria used for determining the level of investment that can be made in a business or development project. The criteria focus on benefits to City residents.

The City of Logan is interested in being a vital partner in the development and retention of businesses that meet our economic development investment criteria. This participation should be based upon the inclusion of the City of Logan in the planning stages of the development.

The Municipal Council has established the following process for the review of investment proposals:

1. Please contact the Director of Economic Development for an initial discussion of the proposal. At this step, the director can, with you, discuss your business's plans and needs and review the types of participation that the Municipal Council or Redevelopment Agency can approve.
2. After the initial discussion, please prepare and submit to the Director of Economic Development the information outlined in the Request for Assistance Information Form (attached). Also include a specific request for what type(s) and amount of funding you are requesting and what it is to be used for. This information will be presented to the City's Economic Development Committee, which will review the request and present its recommendation to the Mayor and either the Municipal Council or the Redevelopment Agency Board, which has the discretion to accept, modify, or reject the recommendation of the Economic Development Committee.
3. When a recommendation is accepted at the Municipal Council or Redevelopment Agency Board meeting, the method of investment and terms and conditions will be specified for inclusion in a contract.
4. After the action, the Director of Economic Development and City Attorney will work with the developer and his legal counsel to draft a legal agreement. This binding contract will specify all the terms and conditions to be honored by all parties to the agreement.
5. When the agreement contract is executed, the developer and the City will establish a monitoring program to measure the success of the investment.

Please call Nevin Limburg, the Economic Development Director, (435-750-9822) if you have any questions.