



## KANDIYOHI COUNTY PROPERTY ENHANCEMENT PROGRAM

### APPLICATION

Date Submitted: \_\_\_\_\_

#### SECTION 1: APPLICANT INFORMATION

**Applicant Name (Individual or Entity):**

Contact Person: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

City / ZIP: \_\_\_\_\_

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

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

#### SECTION 2: PROPERTY INFORMATION

Property Address (Project Location): \_\_\_\_\_

City / ZIP: \_\_\_\_\_

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

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☐ Applicant is the property owner

☐ Applicant is a tenant  
(attach written owner consent)

#### SECTION 3: BUSINESS INFORMATION

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

Type of Business / Use:      ☐ Retail      ☐ Restaurant      ☐ Service

#### SECTION 4: REQUEST DETAILS:

☐ County Community Project or ☐ Deferred Loan (\$10,001-\$50,000) or ☐ Willmar Forgivable Loan  
(\$10,000 – Applications accepted July 20, 2026 – August 21, 2026)

Total Estimated Project Cost: \$ \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ (maximum 80%)

Applicant minimum 20% Funding Match:

☐ Cash on Hand      ☐ Bank Loan      ☐ Other (describe):  
\_\_\_\_\_

**SECTION 6: PROJECT DESCRIPTION**

Provide a detailed description of the proposed improvements (attach additional pages if needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 7: SCOPE OF WORK & BUDGET**

| Improvement Description | Estimated Cost |
|-------------------------|----------------|
| _____                   | \$ _____       |
| _____                   | \$ _____       |
| _____                   | \$ _____       |
| _____                   | \$ _____       |
| TOTAL PROJECT COST      | \$ _____       |

## SECTION 8: REQUIRED ATTACHMENTS (CHECK ALL THAT APPLY)

- ☐ Completed Application Form
- ☐ Detailed Project Costs
- ☐ Photographs of Existing Conditions
- ☐ Drawings / Plans / Renderings (if applicable)
- ☐ Contractor Bids if applicable (Deferred Loan only- minimum two for projects over \$10,000)
- ☐ Proof of Property Ownership or Owner Consent form
- ☐ Most current Property Taxes paid
- ☐ Proof of Property & Liability Insurance
- ☐ Copy of most current: Water/Sewer, Electric, and Heat paid bills

## SECTION 9: CERTIFICATIONS & ACKNOWLEDGEMENTS

By signing below, the Applicant certifies that:

- All information provided is true and correct.
  - The property is in compliance with all applicable zoning, building, and code requirements.
  - No work has begun prior to KCED written approval.
  - Applicant agrees to comply with all Program Guidelines, loan terms, and inspection requirements.
  - Applicant understands the loan will be recorded as a lien against the property.
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## SECTION 10: SIGNATURES

### **Applicant Signature:**

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

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

### **Property Owner Signature (if different from applicant):**

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

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

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## SUBMISSION INFORMATION

Submit completed application and attachments to:

### **Kandiyohi County Economic Development**

1601 U.S. Highway 12 E

Willmar, MN 56201

Or email scanned (not photographed) documents  
Programs@Kandiyohi.com

Questions:

(320) 235-7370 or Programs@Kandiyohi.com