



KANDIYOHI COUNTY PROPERTY ENHANCEMENT PROGRAM

Funded by Kandiyohi County HRA

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: _____

☐ 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 (\$0- \$10,000)

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
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

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
- ☐ Certificate of Insurance (COI) showing 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 and will receive all required permits.
- 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.

SECTION 10: SIGNATURES

Applicant Signature:

Printed Name: _____

Date: _____

Property Owner Signature (if different from applicant):

Printed Name: _____

Date: _____

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