



**City of Countryside  
Sales Tax Revenue Sharing Procedures and Guidelines**

**I. Purpose**

The City of Countryside, desiring to assist local business in expansion, to attract new business to the City of Countryside and to increase the Retailer's Occupation Taxes received by the City, has developed the following City of Countryside Sales Tax Revenue Sharing Procedures and Guidelines.

The Community Development Department shall use these procedures and guidelines in considering all Sales Tax Revenue Sharing applications.

**II. Procedure**

1. All applicants wishing to be considered for a Sales Tax Revenue Sharing Agreement must pay the Administration Processing Fee, from time to time in effect, and complete the application provided for that purpose by the City and which may be obtained at the City Clerk's Office.
2. All applications must be fully completed, with all supporting documentation attached, and shall be filed with the City Clerk before consideration by the Community Development Department.
3. The Community Development Department shall consider only 5 Sales Tax Revenue Sharing Applications per calendar year. Each application will be considered in the order received by the City Clerk commencing the first day of each year.
4. Upon submission of a completed application, the application will be set for preliminary consideration by the Community Development Department.
5. The Community Development Department will consider each application individually and according to the guidelines set forth in II and III hereof.
6. The Community Development Department will make a written recommendation to the City Council with regard to each application.
7. The City Council will, at a subsequent regular or special City Council meeting, consider the recommendation of the Community Development Department, and decide to either grant in whole or in part or deny the same.
8. The decision of the City Council is final. There are no appeals.

### **III. Guidelines for Business Operation**

Each application for a Sales Tax Revenue Sharing Agreement will be judged according to the following guidelines to be eligible for consideration for a Sales Tax Revenue Sharing Agreement.

1. **MINIMUM GENERATION OF SALES TAX REVENUE:** Each applicant must generate, at a minimum, \$5,000.00 in sales tax revenue which is or will be received by the City of Countryside annually.
2. **PERMANACY OF LOCATION WITHIN THE CITY:** Each applicant must own the real estate on which the business will be or is situated within the City or have a signed lease for a minimum of 5 years for the real estate on which the business will be or is situated within the City.
3. **BUSINESS LICENSE REQUIRED:** Each applicant currently conducting business within the City must hold a valid business license issued by the City.

### **IV. Guidelines for Sales Tax Revenue Sharing Agreement**

The following are guidelines for any Sales Tax Revenue Sharing Agreement.

1. **MAXIMUM TIME PERIOD:** No Sales Tax Revenue Sharing Agreement entered into by the City shall exceed five years.
2. **MAXIMUM INCENTIVE:** The total amount of shared revenue refunded by the City to any applicant shall be no greater than \$1,000,000.00. The City may modify the maximum incentive amount under special circumstances.
3. **PERCENTAGE OF SALES TAX REVENUE SHARED:** The percentage of sales tax revenue shared by the City and applicant will not exceed 50% of the tax revenue generated above the annual base amount as defined herein. The City may modify the maximum percentage shared under special circumstances.
4. **ANNUAL BASE AMOUNT OF SALES REVENUE:** The annual base amount will be established by agreement of the parties. The annual base amount of sales tax revenue will be the minimum amount of Sales Tax Revenue to be received by the City in any calendar year before sales tax revenues are shared pursuant to a sales tax revenue sharing agreement. Each year the base amount will increase to an amount equal to that of the sales tax revenue received by the City the proceeding year. However, the base will never fall below the original base amount established for the first year of any agreement.

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5. PURPOSE: The use of any Sales Tax Revenue refund shall be for one or more of the following purposes:
  1. New construction.
  2. Expansion of a current business facility.
  3. Improvements to an existing business facility.

**V. Modification**

The City of Countryside reserves the right to modify these procedures and guidelines at any time. A written, signed Sales Tax Revenue Sharing Agreement between the applicant and the City of Countryside is the only binding contract which entitles any party to any economic inducements by the City of Countryside.