



ARTS AND CULTURAL DISTRICT AGREEMENT

This Agreement dated _____, 20____, by and between _____, (hereinafter referred to as “Applicant”) and THE TOWN OF LEESBURG, VIRGINIA, (hereinafter referred to as “Town”), is submitted to the Town in order to apply for eligibility as a “Qualified Arts Organization” under §7.5(b) of the Town Code of Leesburg, and if so qualified, obtain some or all of the incentives outlined in §§ 7.7 through 7.10 of Chapter 7 of the Town Code of Leesburg, entitled “Arts and Cultural District” (hereinafter referred to as “District”).

1. Applicant Information

Name of Applicant _____

Address of Applicant _____

Phone number and email address of Applicant: _____

Name of Contact Person if different from Applicant: _____

Phone number and email address of Contact Person: _____

2. Business or Organization Information

Name of Business or Organization _____

Address of Business or Organization _____

Website Address of Business or Organization (if any) _____

Name of Owner(s) of Business or Organization _____

Name(s) and address of property owner where Business or Organization is located :

If the business or organization leases space or will lease space within the District, please state name and address of landlord and length of the lease term:

Is business or organization a non-profit organization? If so, please attach documentation supporting non-profit status to this Agreement.

3. Business or Organization Activities

Is your business or organization currently operating within the District? _____

If so, for how long? _____

Past locations of business or organization, if any, and length of time at past locations:

Description of principle activities by business or organization currently being conducted within the District:

Description of principle activities by business or organization which were conducted in the past within the District or elsewhere:

If this application is for a new business or organization not currently operating within the district, please describe the activities you will be conducting within the District:

Please state how your business or organization positively contributes or will contribute to the spectrum of arts and cultural activities and venues available to the public as more fully set forth in Town Code Section 7.3 (please attach additional sheets if necessary):

Is your business or organization a retail shop? _____

If so, does your shop derive 50% or more of its income from creative activities outlined in Town Code Section 7.3? _____

Please describe the items sold which qualify under this section and the percentage of these items sold in relation to the total amount of items sold in your shop:

Please describe how the business or organization intends to demonstrate to the Town that 50% or more of its income is derived from creative activities:

Does the business or organization plan to redevelop the property as set forth in Section 7.4 of the Town Code? If so, please describe “any expansion, addition, façade change or other physical improvement to the property” that will increase the assessed value of the property:

4. Structure of Business or Organization

If your business has been continuously operating within the Town of Leesburg for five (5) or more years, please answer the questions below. If your business is new to the Town of Leesburg or has NOT been in continuous operation for less than five (5) years, please attach a copy of your business plan to this agreement.

What is the structure of the business or organization? (e.g., corporation, sole proprietorship, LLC, etc.)

If other than a sole proprietorship, names and addresses of all principals, corporate officers, partners or managing members of the business:

Who are your customers?

What is your anticipated growth over the next five years?

5. Certifications

By submitting this Agreement to the Town, the Applicant certifies that it and/or the business or organization and property owner:

1. Is not currently in violation of any federal, state or local laws and is not delinquent to the Town or any other locality for any outstanding taxes, fees or charges.
2. Will comply with all federal, state and local laws and acknowledges that a violation may subject business or organization to revocation of qualification as outlined in Chapter 7 of the Leesburg Town Code.
3. Will submit documentation to the Director of Finance, Town Attorney, or District Administrator on an ongoing basis which demonstrates that the business or organization or property owner is complying with the eligibility requirements set forth in Chapter 7 of the Leesburg Town Code.

I (We), _____, on behalf of

_____, do hereby certify that the above

information is accurate and correct to the best of my knowledge and belief, under the pains and penalties

of perjury,

Applicant

Property Owner (if different from Applicant)

Printed Name: _____

Printed Name: _____

Name of Business or Organization: _____

To be Completed by Town Staff Only

ZONING ADMINISTRATOR REVIEW

Is the business, organization or property located within the Arts and Cultural District? _____

Are there any pending applications for expansion, addition, façade change or other physical improvement to this property such as would qualify for a zoning permit fee exemption under Section 7.10 of the Leesburg Town Code? _____

Does the business, organization or real estate involved have any outstanding zoning violations? _____

If yes, please list:

Zoning Administrator

Date

DIRECTOR OF FINANCE REVIEW

Does the business or organization currently have a Town business license? _____

If so, for which years?

Please certify that the applicant, business or organization and/or property owner has no outstanding and delinquent taxes, fees or charges due to the Town of Leesburg.

Director of Finance

Date

TOWN ATTORNEY REVIEW

Seen and Reviewed by the Town Attorney: _____

DISTRICT ADMINISTRATOR

I hereby certify that the Applicant, _____, on
behalf of the business or organization or real estate:

meets the definition of Qualified Arts Organization as set forth in Chapter 7 of the Town Code and is
eligible for some or all of the incentives detailed in Chapter 7 of the Town Code.

District Administrator, Arts and Cultural District

Date