

# Infrastructure/Environmental Loan Program

## Town of Ashland



Office of Economic Development  
101 Thompson Street  
Ashland, Virginia 23005

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[www.town.ashland.va.us](http://www.town.ashland.va.us)

Sponsored by the  
Ashland Economic Development Authority (EDA)

**Policy Number:** Policy Number: EDA-102      **Date adopted:** August 28, 2008

**Policy Title:** Infrastructure/Environmental Loan Program      **Revised Date:** March 24, 2016

### **I. General Goal**

To support, with EDA funds, projects undertaken by new owners of commercial properties to enhance or upgrade properties, through a forgivable loan program. This program will encourage redevelopment, enhance the quality of commercial areas, and provide an economic stimulus so that an underused property's use may be maximized.

### **II. Purpose**

The Infrastructure/Environmental Loan Program seeks to provide financial assistance for new owners of commercial properties who are seeking to develop or re-develop a property that requires environmental cleanup, accessibility to water or sewer, or internal repairs to bring the property or building into compliance with building maintenance regulations.

### **III. Specifications**

#### *Eligibility:*

- Property must be located within the Town of Ashland corporate limits.
- Eligible applicants must be a business or property owner within the Town of Ashland Boundaries. Prospective businesses or property owners may apply if they present a signed Lease, or signed letter of intent, with the application or pending sales contract.

Tenants or leasees may apply to this program with a letter of support from their Landlord as well as a signature from their Landlord on all plans submitted"•

Applicants must prove the ability to obtain financing and to procure any and all applicable permits to carry the project through to completion, as well as

compliance with all applicable laws, further, no taxes owed to the Town shall be delinquent.

- Loans shall not be awarded retroactively for projects completed prior to application.
- The project must accomplish environmental cleanup, improved accessibility to water or sewer, or internal repairs to bring the property or building into compliance with building maintenance regulations. Standard water and sewer connection or capacity fees charged by Hanover County are not eligible for this program.

*Maximum Amount:* \$20,000.00

*Amount of funds available annually:*

Each fiscal year, the EDA will set a target amount of funding available for the program.

*Terms:*

- Terms are to be negotiated with the Economic Development Authority on a case-by-case basis.
- The loan is a forgivable loan, on which the recipient pays prime rate of interest only for a fixed term, with a balloon payment at the end of the period.
- The balloon payment may be forgiven, pending that the program goals have been met.
- The property must be kept in compliance with all Town, State, or Federal ordinances and statutes. Violations committed by the recipient may cause the note to become payable on demand

*Goals:*

Goals will be determined on a case-by-case basis, however the following initial goals must be included:

- The assessed value of property must increase by greater than 10%.
- The property is altered so that a viable business has the ability to produce income.
- The property is improved in a manner that is consistent and compatible with the immediate surrounding area, and consistent with the Comprehensive Plan and its supporting documents.

## **VI. Review and Approval**

- Applicants are encouraged to contact the Department of Business Development. Inquiries should be directed to Joe Topham at [jtopham@town.ashland.va.us](mailto:jtopham@town.ashland.va.us) or by phone at 804.798.1073.
- Applications will be submitted to the Department of Business Development for review. Applications for funding may be accepted throughout the year.
- The application will be initially screened and scored by a minimum of two EDA members and one Town staff member. This initial screening will determine whether the application should be forwarded to the EDA for action or if it should

be declined. This initial screening shall be complete within thirty days receipt of the application.

- Application, and a recommendation from the initial screening committee shall be forwarded to EDA members for review at the next available meeting date.
- The EDA will review each application to ensure that the proposal is consistent with this policy.

**APPLICATION FORM**

**ASHLAND ECONOMIC DEVELOPMENT AUTHORITY**

**Infrastructure/Environmental Loan Program**

Ashland Town Hall  
Attn: Joe Topham  
101 Thompson Street, P.O. Box 1600  
Ashland, VA 23005  
804.798.1073

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

**I. Applicant Contact Information**

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**II. Property**

Property Address \_\_\_\_\_

Real Estate Tax Parcel Number \_\_\_\_\_

**III. Title**

FeeSimple Title is held by

\_\_\_ Individual

- Corporation
- Limited Liability Corporation
- General or Limited Partnership
- Trust
- Other entity

**IV. The Property is subject to the following liens:**

- The property is subject to  deed(s) of trust.
- The property is not subject to any deed of trust.

Deeds of trust are as follows:

Loan Number \_\_\_\_\_

Approximate Balance \_\_\_\_\_

Name of Payee \_\_\_\_\_

Payee's Address \_\_\_\_\_

Payee's Phone Number \_\_\_\_\_

Recorded at Deed Book Number \_\_\_\_\_ Page \_\_\_\_\_ or Instrument Number \_\_\_\_\_.

**V. This Property is subject to the following leases and possessory Interests:**

- The Property is occupied**
- The Property is not occupied**

If the property is occupied, describe the type of occupancy and provide the following information regarding each occupant.

**Occupant's Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

Occupancy is

- Residential
- Commercial

Is occupancy under a written lease?

- Yes

\_\_\_ No

If yes, attach a copy of the lease. Attach additional sheets containing same information for each additional occupant.

**VI. Infrastructure/Environmental Clean-up**

**A. Probable Cost.**

\_\_\_ The Applicant has obtained a proposal from a qualified Contractor to perform the following proposed project (attach a copy of the proposal).

\_\_\_ The Applicant has not obtained a proposal, but believes that the costs of the project will be approximately \$ \_\_\_\_\_ (attach copies of any estimates upon which this opinion is based)

Project Description (Attach additional sheets if needed)

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**B. Additional Funds**

\_\_\_ Applicant has arranged additional funds necessary for completion of the project

\_\_\_ Applicant has not yet arranged to obtain additional funds necessary for the completion of the project

Loan Program Guidelines Agreement:

I, the undersigned, agree that, should this application be approved, I will adhere to the Loan Program Guidelines and meet all requirements set forth by the Ashland EDA.

Name & Title \_\_\_\_\_ Date \_\_\_\_\_

Please submit to:

Town of Ashland

Economic Development

P.O. Box 1600

Ashland, Virginia 23005

For more information, please contact Joe Topham, Business Retention & Expansion Manager, 804.798.1073 or [jtopham@town.ashland.va.us](mailto:jtopham@town.ashland.va.us).