

## Starting a Business in the City of Manvel

There are many requirements related to starting a business in Texas and the state provides an alphabetical directory of required licenses, permits and registrations. A visit to the following website will provide more information on these requirements:

<http://www.texasonline.com/portal/tol/en/bus/home>

In addition, the City of Manvel requires that a City Permit or License be obtained to:

1. Build a building or other structure.
2. Build on to an existing building or structure.
3. Opening a new business in an established building.
4. Move a building.
5. Perform any type of Electrical or HVAC work.
6. Perform any type of plumbing, such as replacing water and/or sewer lines, water heaters, sprinkler systems, gas yard lines, etc. For commercial plumbing, a state licensed plumber is required to perform the work.  
(Note: Rental property is considered commercial property.)
5. Solicit door-to-door.
6. Register animals with the Manvel Police Department.

If one is building, adding on or moving any structure in the floodplain or floodway, a "Flood Development Permit and Elevation Certificate" must be obtained.

The City of Manvel is a Zoned City. A copy of the Zoning Ordinance can be obtained by contacting Manvel City Hall 832-336-4064 or on the web at [www.cityofmanvel.com](http://www.cityofmanvel.com)

Additional information on all of the preceding City requirements may be obtained by contacting the City Secretary, 20031 Hwy 6, Manvel, Texas 77578. (email contact [tbell@cityofmanvel.com](mailto:tbell@cityofmanvel.com) or Telephone contact information: (832) 336-4064 or Fax – (281) 489-0634)

# Application Process for Obtaining Manvel Economic Development Corporation (MEDC) Financial Assistance

(This process was approved by the MEDC Board at the June 19<sup>th</sup>, 2008 Meeting)

1. Submit a full and complete application to the MEDC for financial assistance to be submitted at least 10 days prior to the next MEDC Board meeting (held on the second Wednesday of each month).

In submitting the application, provide full and complete answers to the questions contained in the "Criteria to Consider in Judging the Suitability of a Project for Funding".

2. Provide full and complete answers to any follow-up questions from the MEDC Board.
3. Upon completion of the above and depending on the findings of the Board's review of the application and related materials, the MEDC President will develop jointly with the applicant a performance-based contract. Such a contract is subject to approval by the City Attorney. If an approved contract is developed, the following will occur:

A. A notice of specific project will be published (GC 505.160). The public may petition, during the 60-day period (from the date of project publication) for an election to be called on whether to pursue the project. For more information, see the "Handbook on Economic Development Laws for Texas Cities" (2022 edition) available for viewing at the Manvel City Hall or thru the following website:

<https://www.tml.org/DocumentCenter/View/1471/2022-Economic-Dev-HDBK-Final?bidId=>

B. The MEDC may hold a *public hearing* on the project.

After the 60 days have passed since the published notice of the project, the Board will vote at its next regularly scheduled or special called meeting to approve or disapprove the project/contract.

C. If approved, the Board will present the project proposal/contract to the City Council for action. If approved by the Council, the Board may then make expenditures related to the project and conduct the oversight necessary to ensure the successful and legal implementation of the project.

Note: The time required to complete the above process will vary with each proposal, but an applicant should anticipate up to 90 days being required before final action is taken on a project proposal.

APPLICATION FOR  
ECONOMIC DEVELOPMENT ASSISTANCE

New Construction \_\_\_\_\_ Expansion or Remodeling \_\_\_\_\_

Applicants should know Manvel Economic Development Corporation (MEDC) grants are subject to a number of requirements, including public hearings and approval by the City of Manvel City Council.

Date of Application: \_\_\_\_\_

Business Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

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

City: \_\_\_\_\_ State Texas \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant Contact \_\_\_\_\_ Title \_\_\_\_\_

Applicant Information (if different from above)

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

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

\*Total Cost of Proposed Project and Date by Which Funds are Needed:

\_\_\_\_\_

\*Share of Project Cost to be Paid by Applicant and Cost Share to be Funded by MEDC:

A. 100% MEDC Funding = \$ \_\_\_\_\_

B. 10% Applicant/90% MEDC = Grant from MEDC in the amount of: \$ \_\_\_\_\_

C. 25% Applicant/75% MEDC = Grant from MEDC in the amount of: \$ \_\_\_\_\_

D. 50% Applicant/50% MEDC = Grant from MEDC in the amount of: \$ \_\_\_\_\_

\*Describe the project and economic benefits that will accrue to the City of Manvel. (See the criteria considered by the MEDC in judging the suitability of a project for funding. As applicable, please address these criteria)

\*How will grant applicant demonstrate that the described economic benefits which formed the basis of the grant application have been accomplished?

\*Describe the financial reporting to be made by the applicant to demonstrate that the grant funds have been used for intended purpose:

\*If applicable, do the jobs proposed for creation (or retention) meet the criteria for “primary jobs” as defined in State Law? (*Primary Jobs – are jobs that infuse new dollars into the local economy by creating or selling a product or service that is ultimately exported to regional, statewide, national, or international markets*) If so, please explain how criteria are met.

**Required Attachments**

Include a copy of the listed items below. AN APPLICATION WILL NOT BE CONSIDERED UNLESS ACCOMPANIED BY SAID LIST.

- 1) Plat/Map of Property, extending 500 ft beyond the property in all directions.
- 2) Detailed list of improvements, including equipment.
- 3) Business Plan.
- 4) Current Financial Report.
- 5) Financial Reports for the last 3 years.
- 6) Tax Certificate.
- 7) Letter addressing Tax Abatement Minimum Standards (if applicable)

In signing this grant application, and if a grant is awarded, the applicant agrees to comply with applicable local, state, and federal laws governing business/organizational conduct and the use of the grant funds.

I further certify that the information submitted in this application, including attachments, is true, correct and complete. Omissions or submission of incorrect information will render this application invalid.

\_\_\_\_\_  
Grant Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Name/Organization

**(All requests must be submitted to the MEDC, PO Box 187, Manvel Tx 77578, or via email to [tbell@cityofmanvel.com](mailto:tbell@cityofmanvel.com). Once a request is received, the applicant will be contacted with the next available meeting date for the Manvel Economic Development Corporation).**

## **Criteria Considered in Judging the Suitability of a Project for Funding**

### **Public vs. Private Funding of Projects**

1. Are private lenders available and willing to finance the proposed project? If yes, why are funds being sought from the MEDC? If not, why should the MEDC assist with the project financing?
2. Will public funding for a project compete unfairly with a private sector entity already conducting or planning to undertake the activity to be funded?
3. Will public funding assist a private sector entity in getting a project off the ground, becoming profitable and creating new permanent jobs?
4. Will the cost of the project deplete MEDC funds that would otherwise be available for other economic development projects?

### **Jobs Creation**

1. How many new temporary jobs will be created by the project?
2. How many new permanent jobs will be created by the project?
3. Will the project help current workers to avoid unemployment?
4. Will the project result in a net increase in the number of permanent private sector jobs in our community?
5. What type of new jobs – by type and salary – will be created?
6. Will the project require an increase in the number of City or County Employees? Will it result in an increased workload for current employees of these governmental entities?

### **Financial Impact**

1. In total, excluding the collection of taxes, how much new money will the project pump into the local economy on an annual basis?
2. Will additional property taxes be collected as a result of the project and, if so, how much in additional taxes will be collected annually?
3. How much additional sales tax will be collected annually as a result of the project?

## **Criteria to Consider in Judging the Suitability of a Project for Funding (Cont.)**

### **Role of City and/or County Governments**

1. What infrastructure will local governments be required to provide as a result of the project?
2. What costs will local governments become responsible for, including the requirements to hire new employees, as a result of the project?

### **Other**

1. Can the project be funded legally under existing law? (Note: This is not a guideline, but a legal requirement)
2. Would the proposed project duplicate an activity that is already in place and functioning effectively?
3. What effect will the project have on local housing – i.e., is the current housing inventory adequate or will additional housing be needed to accommodate new workers and their families?
4. Are there likely to be any adverse consequences resulting from the project – i.e., will the environment be harmed, or will the water supply resources of the community be oversubscribed?
5. Will any indirect economic benefits, not already addressed in answers to the preceding questions, result from the project? For example, a new enterprise creating five new jobs (i.e., a direct economic benefit) could also result in additional business (an indirect economic benefit) for existing enterprises. For purposes of further illustration, if a new business with a fleet of vehicles purchased fuel from service stations already operating in a community, these fuel purchases would be an indirect economic benefit.
6. Will the project benefit the overall public good? If so, how?