

TOWN OF ENCAMPMENT
GRAND ENCAMPMENT BUSINESS PARK APPLICATION
PO Box 5 Encampment, WY 82325
307-327-5501 - Phone 307-327-5787 - Fax enccourt@yahoo.com Email

TYPE OF BUSINESS

Please give a brief description of your business: _____

Corporation Limited Liability Company Partnership Other _____

Will this be a year-round or seasonal operation? _____

APPLICANT

Name: _____ Business Name: _____

Position/Title: _____ Years in Position: _____

Years in Business/Profession: _____ Telephone Number: _____

Physical Address: _____ Mailing Address: _____

Town/City State Zip Town/City State Zip

Workers Compensation # FEIN/EIN

CO-APPLICANT

Name: _____ Business Name: _____

Position/Title: _____ Years in Position: _____

Years in Business/Profession: _____ Telephone Number: _____

Physical Address: _____ Mailing Address: _____

Town/City State Zip Town/City State Zip

PARTNER INFORMATION

Name: _____ Phone No: _____

Address: _____

Town/City _____ State _____ Zip _____

Name: _____ Phone No: _____

Address: _____

Town/City _____ State _____ Zip _____

Name: _____ Phone No: _____

Address: _____

Town/City _____ State _____ Zip _____

REFERENCES – Please include at least 3 business references and 1 Bank reference

Name: _____ Address: _____ Phone: _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

SPACE NEEDED- Please tell us what type of space is needed, the size of space needed, and the infrastructure and utility needs your business will have.

APPLICATION MUST BE ACCOMPANIED BY A BUSINESS PLAN SUMMARY

**TOWN OF ENCAMPMENT
GRAND ENCAMPMENT BUSINESS PARK
BUSINESS PLAN SUMMARY REQUIREMENTS**

- Business description which defines the company's mission, goals, objectives and business philosophy.
- Background – history, current status, future plans
- A description of the business's products and/or services and what factors will give the business competitive advantages or disadvantages.
- An operational plan which explains the daily operations of the business, projected work force including number, type and pay scales, equipment needs and any environmental challenges.
- Organization/Personnel – Resumes of Business Owners and proposed key management.
- Technology concept – concept development, research plans
- A marketing plan that includes information on targeted customers, geographic sales areas and sales forecasts.
- Identification and handling of any perceived challenges and obstacles
- If an existing business, financial statements which include three fiscal years of balance sheets and profit and loss statement. Three years of tax returns.
- If a new business, three years of applicant and partner tax returns.
- All supporting documentation – licenses, certifications, contracts, etc.
- For general partnerships, LLC's and Corporations, a Certificate of Good Standing issued by the State of Wyoming Secretary of States Office.
- Any additional information that may help the governing body of the Town of Encampment make a decision on your application.
- **THE PURPOSE OF THE GRAND ENCAMPMENT BUSINESS PARK IS TO BOLSTER ECONOMIC DEVELOPMENT AND THE DEVELOPMENT AND RETENTION OF BUSINESSES IN ENCAMPMENT. PLEASE MAKE SURE YOUR BUSINESS PLAN GIVE CONSIDERATION TO ALL THE WAYS YOUR BUSINESS CAN HELP TO MEET THIS GOAL.**

Items to be covered in the lease agreement will include, but are not limited to:

1. Lease amount and terms of payment
2. Lessee responsibilities.
3. Insurance requirements- amount of coverage, indemnification of the town against losses.
4. Safety & environmental concerns if the business warrants
5. Considerations for water and sewer
6. Disposition of waste or by-products
7. Reporting requirements, if any, on progress of the business, number of employees, wages, etc.
8. Any other considerations pertinent to the proposed use.

DEPENDING ON THE NATURE OF YOUR BUSINESS THE TOWN OF ENCAMPMENT RESERVES THE RIGHT TO REQUIRE ADDITIONAL INFORMATION PERTAINING TO IDENTITY, FINANCIAL STATUS AND OTHER INFORMATION THAT WILL HELP THEM TO DETERMINE THE VIABILITY OF YOUR REQUEST.

THE GRAND ENCAMPMENT BUSINESS PARK IS PUBLICALLY OWNED FACILITY, APPLICANT PERSONAL INFORMATION, FINANCIAL INFORMATION AND TRADE INFORMATION IS MAINTAINED CONFIDENTAILLY UNLESS OTHERWISE REQUIRED FOR DISCLOSURE BY LAW.

With your signature on this application you agree to the Town of Encampment and its representatives confirming any and or all information provided as supporting documentation for your Grand Encampment Business Park request. Falsification of any information will be considered grounds for denial of the application. The Town of Encampment will protect your confidential financial and personal information as required by law.

Applicant

Co-Applicant