

Process Roadmap

Application Steps for Public Private Partnerships



Those interested in pursuing a public private partnership will need to match their project with the City of Knoxville's Key Development Priorities and gain an understanding of the process. The below roadmap outlines the steps in the process, an estimated timeline, costs, and some of the required paperwork.

The time frames shown below are approximate durations for each step/review within the overall process. Please note that additional time not shown below may be required. These time frames will ultimately be dependent on the applicants' predevelopment schedule and ability to produce the relevant documents with sufficient detail as required at each step within the process.

Step 1 A - Initial Application

1

Submit the Preliminary Application for Public Private Partnerships ([Exhibit A](#)) to the City for review. Upon receipt of the application, City staff will contact the applicant to arrange a call to discuss the application.

Step 1 B - Initial City Review

City staff and other stakeholders will review the Preliminary Application ([Exhibit A](#)) to determine if the proposed project meets the City's Key Development Priorities. Following their review, the City will coordinate a follow-up meeting with the applicant. If the proposed project meets the City's Development Priorities, the applicant will be invited to Step 2 in the process below. If the project does not meet the City's Development Priorities, the applicant can withdraw their application or modify their application and resubmit.

Time Frame: 30 Days

Step 2 - Preliminary Financial Review

2

Submit further details to facilitate determination of appropriate levels of assistance. These documents should be submitted once the applicant has performed substantial predevelopment diligence and significantly advanced the project's concept design. This step will include items such as:

- Introductory Meeting with City Development Services
- Operating Proforma
- Sources and Uses without full Capital Budget
- Property Tax Analysis
- Elevations and Floor Plans

Please see the Preliminary Financial Review Checklist ([Exhibit B](#)) for a full list of deliverables..

If the project is deemed appropriate for assistance, the applicant will be invited to Step 3 in the process.

Time Frame: 45 Days

Step 3 - Third-Party Review

3

Applicant will submit the Full Development Assistance Application ([Exhibit C](#)), and an independent third-party reviewer will be engaged.

A third-party review fee of \$10,000 will be charged to the applicant at this stage.

No material changes to the project's scope will be allowed after this point as key assumptions at this stage will be memorialized in final legal documents.

Upon completion of the third-party evaluation, the City will organize a meeting with the applicant to review the details.

Time Frame: 45-60 Days

Step 4 - Public Approvals

4

The details of the Applicant's public private partnership request will be brought before the relevant parties for approval. The parties may include one or more of the following and are scheduled as listed.

- City Council - biweekly
- County Commission - monthly
- Knoxville Community Development Corporation/Industrial Development Board - quarterly

Time Frame: 30-60 Days

Step 5 - Finalize Legal Documents

5

Necessary legal documents are prepared and coordinated with the applicant for closing.

Time Frame: Variable