



DEPOT SQUARE BUSINESS INCUBATOR LEASE APPLICATION

This application is for leasing of a 435sf retail-commercial unit in the Depot Square building at 105 Depot Street. Applications must meet the stated minimum criteria on page 2 and will be responded to on a first-in-line basis until vacancies are filled. Once completed, please submit this form to the City of Driggs Community Development Director via email to DSelf@DriggsIdaho.org , via mail to PO Box 48, Driggs, ID 83422, or in person to 60 S Main St, Driggs, ID. Additional information regarding the City of Driggs Business Incubators (Depot Square and Industrial Building) can be obtained online at <https://driggsidaho.org/departments/community-and-economic-development/incubators> .

Name of Business: _____

Business Ownership Structure (LLC, Sole Proprietorship, etc.): _____

Business Mailing Address: _____

Contact Name: _____

Contact Email: _____ Contact Phone: _____

Brief Description of Business (products/services, customers, hours of operation):

Brief Description of Business Location Needs (floor area, utilities, storage, etc.):

Preferred Lease Start Date: _____ (earliest occupancy will be 9/1/2023)

Is the Business Existing? _____. If Yes, Please Complete the Following:

Physical Address of Business: _____

Length of Time Business has Existed: _____ Existing Floor Area: _____

Number of Employees (including owner): Full-Time _____, Part-Time _____

Will the Business Operate at Any Other Location (if so, please note where and for what purpose(s))?

Please Either Attach A Business Plan (business plans will remain confidential), **Or**
Describe Your General Business Goals and the Status of Any Required Start-Up Financing:

Signature of Owner: _____ Date: _____

DEPOT SQUARE BUSINESS INCUBATOR – TENANT CRITERIA

1. The business is a start-up (no existing location) or an existing business with fewer than 5 employees that is relocating from a non-retail location in order to expand and/or add a retail component.
2. The business will offer small item retail (not requiring a vehicle), services or activities, which would be expected to benefit from high pedestrian activity while also adding interest to the downtown pedestrian shopping environment; and
3. The business will not have other fixed locations offering the same retail, service or activities;
4. The business does not substantially duplicate an existing business model in the City; and
5. The business plan or application demonstrate sufficient planning and capacity (start-up capital is secured if needed).
6. The business is in good standing with the State of Idaho and City of Driggs.

DEPOT SQUARE BUSINESS INCUBATOR – CURRENT LEASE RATES (2023)

Lease rates do not include electricity or internet services

Year 1: \$325

Year 2: \$350

Year 3: \$385

Year 4: \$425

Year 5: \$475

No renewals beyond year 5, without special City Council authorization.

-For Office Use Only-

Date & Time Received: _____

Approved/Rejected: _____

Date of Decision: _____

Lease Execution Date: _____