

Enterprise Zone Application for Incentives

**City of Douglas Enterprise Zone (EZ)
Municipal Tax Abatement Program**



**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE
COMPLETING THE ENTERPRISE ZONE APPLICATION**

Enterprise Zone

Application for Incentives

City of Douglas Enterprise Zone (EZ) Municipal Tax Abatement Program

FOR INTERNAL OFFICE USE:

Date Application Received: _____ Date of Review by EZ Review Committee: _____

EZ Committee Determination: [] APPROVED [] DENIED

Date Tax Exemption Begins: _____ Date Tax Exemption Ends: _____

The Enterprise Zone Municipal Tax Abatement Program was established by the City of Douglas, in accordance with the State of Georgia Enterprise Zone Employment Act of 1997, to incentivize revitalization of geographic areas experiencing high levels of disinvestment, underdevelopment and economic decline. The program offers abatement of municipal ad valorem (property) taxes for a ten-year period on business, commercial, and residential properties located within the designated geographic area, when property owners successfully achieve and maintain one of the following criteria.

- **Job Creation** – A business or service enterprise within an EZ must create and maintain a minimum of five (5) new full-time equivalent jobs at the time of application to receive tax abatement. The five jobs must be new positions above and beyond the existing/prior positions employed by the business, thereby reflecting the creation of five “additional jobs.” The five new jobs must not have a pre-determined end date, include a regular work week of 30+ hours or more, and have the same benefits provided to similar employees. The five jobs must be maintained throughout the ten-year period of abatement in order to maintain tax exemption. Additionally, qualifying business or service enterprises must make improvements to the property.
- **Land Improvement (Construction/Rehabilitation)** – A business, service enterprise, or other party carrying out new residential construction, residential rehabilitation, or other rehabilitation of an existing structure within an EZ such that the value of the improvement(s) exceeds the value of the land by a ratio of five to one by the Coffee County Tax Assessors valuation.
- **EZ-Approved Residential Property - Home Ownership Purchase** – To encourage home ownership in EZ areas, initial home buyers purchasing EZ-approved residential properties for primary residency, and where the property developer has met the five to one increase in value of the property, shall be eligible to obtain tax abatement for this same property. A Notification of Sale of EZ Approved Residential Property/Home Owners Application form with new home owner information and necessary proof of sale documentation is required.

IMPORTANT NOTICE: Once property tax abatement is granted, the incentive remains in effect for the full ten-years, regardless of the expiration of the Enterprise Zone area designation. However, failure of EZ applicants to accomplish the applicable criterion stated above can result in revocation of the tax abatement and recapture of any and all abated taxes or other incentives granted. EZ applicants must show verifiable proof to document compliance with EZ program requirements. Applicants approved for EZ Job Creation incentives must provide proof annually of the maintenance of these jobs to the City of Douglas’ Office of Community Development no later than 30 days following the close of each calendar year in which taxes were abated.

**TO BE CONSIDERED FOR TAX ABATEMENT INCENTIVES IN THE UPCOMING CALENDAR YEAR,
THIS APPLICATION MUST BE COMPLETED AND RECEIVED BY THE OFFICE OF COMMUNITY
DEVELOPMENT NO LATER THAN October 31, 2022.**

Applications will be accepted from January 1st until October 31st of each year for Enterprise Zone designation commencing in the following year. Applications received after this date may be submitted, but will not be considered for the upcoming year. For more information, please call the Office of Community Development at (912) 383-0277.

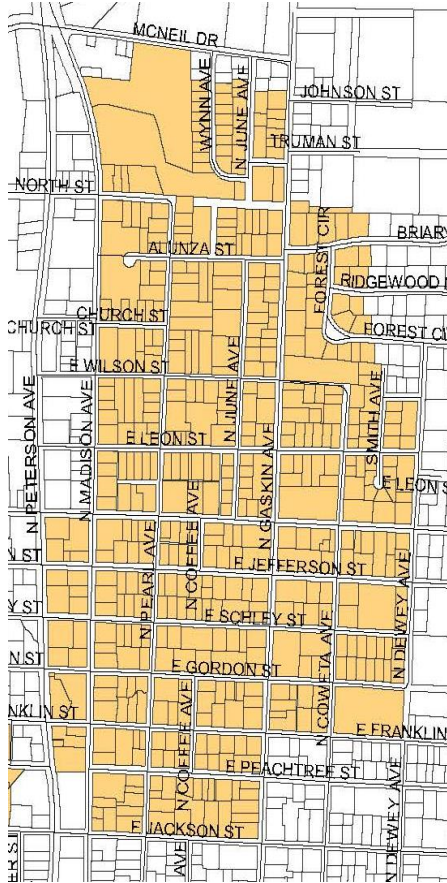
This space is
intentionally
left blank.

DOUGLAS ENTERPRISE ZONE APPLICATION

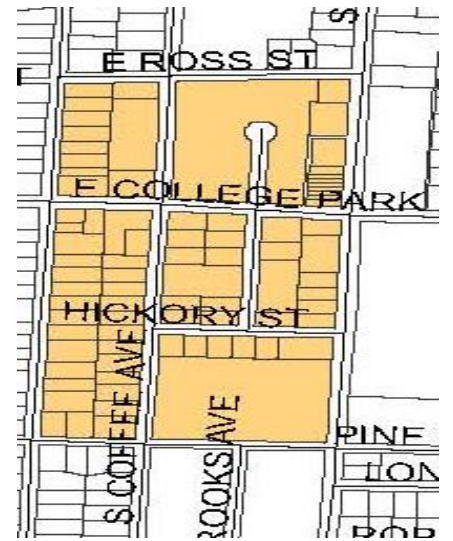
Please check the area in which you are applying for the municipal tax abatement and incentives.



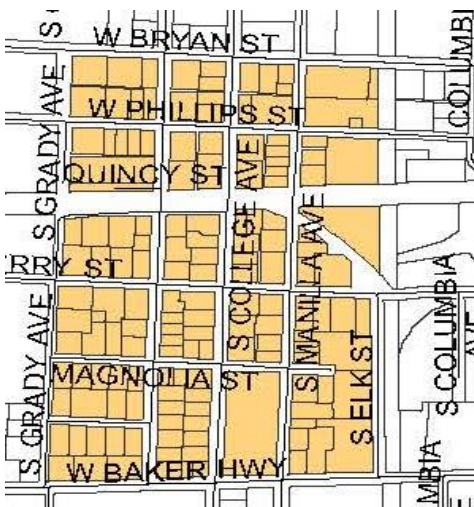
Properties north of W. Irwin St., south of W. Franklin, between N. Daughtry Ave. and N. Elk St.
Established October 2021



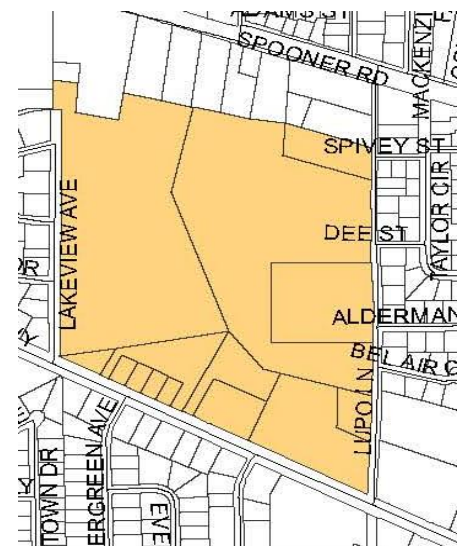
Properties north of E. Baker Jackson St., south of McNeil Dr., between N. Madison Ave. and N. Dewey Ave.
Established October 2021



Properties north of Pine St., south of E. Ross St., between S. Pearl Ave. and S Gaskin Ave.
Established October 2021



Properties north of W. Baker Hwy., south of W Bryan St., between S. Grady Ave., and S. Elk St.
Established October 2021



Properties north of E Baker Hwy, south of Spooner Rd., between Lakeview Ave. and Lupo Ln.
Established October 2021

Criteria that must be met to qualify for the tax abatement and incentives

Create five full-time new jobs in the Enterprise Zone, or

Make improvements on the existing structure such that the improvements made to the structure exceed the present appraised value of the land (as determined by the Coffee County Tax Assessor) by a ratio of 5:1. The jobs and/or investments must be completed before applying.

What are the advantages of having an Enterprise Zone designation? First, starting in the year following the designation, the project will receive 10 years of tax exemptions based on the following schedule:

Years 1 - 5	100% exemption
Year 6	80% exemption
Year 7	60% exemption
Year 8	40% exemption
Year 9	20% exemption
Year 10	0% exemption

Are there any additional benefits I can receive? If you create five or more new full-time jobs in the Zone, in addition to tax abatement, you will also receive a waiver for an Occupational Tax (Business License) and/or Building Permit. Building Permit credit amount will not exceed \$10,000.

- Building Permit Fees – Not to exceed \$10,000 (Credit is based on the cost of building project.)
- Business License Fees (License credit is based on number of employees.)

Required Documentation Checklist for ALL Applicants
(Documents not available at time of submission must be provided before benefits can begin.)

Completed Enterprise Zone Application for Incentives
Detailed plans & scope of work for property improvements (<i>Construction, parking, façade, signage, landscape, etc.</i>)
Proof of costs paid to upgrade/improve property (<i>Labor & material costs, professional & other fees paid</i>)
City of Douglas Business License
Map of site <u>with boundary survey</u>
Photographs of site and site improvements
Evidence of business ownership
Certified payroll from period <u>prior to</u> creating new jobs in the Enterprise Zone that reflects the number of total employees
Certified payroll from <u>most recent</u> period verifying total number of new jobs later created in the Enterprise Zone.

Required Documents for Land Improvement Applicants ONLY

Evidence of property ownership or notarized owner verification of improvements made by EZ applicant

Evidence of parcel's Tax Assessed Value prior to land improvements

Evidence of parcel's Tax Assessed Value after land improvements

**This space is
intentionally
left blank.**

Part I: General Information

Primary Contact Person

Name _____ Telephone Number _____
Title _____ Fax Number _____
Email _____ TDD Number _____
Mailing Address _____
Organization Name _____

Business Information

Legal Name of Business _____
(Please enter the exact legal name of the business applying for Enterprise Zone designation)

Federal Tax ID# _____ NAICS Code _____

Business Type *(Manufacturing, Restaurant, Retail, etc.)* _____

Primary Business Product or Service _____

Physical Address of Property/Site in Enterprise Zone* _____
**If a new facility is being constructed and an address is not available, please provide address as soon as possible.*

Legal Name of Applicant/Business _____

Mailing Address _____

Email _____ Telephone Number _____

Parent Company (if applicable) _____

Mailing Address _____ Telephone Number _____

Site Information

Name of Current Owner of the Site *(if different from Applicant)* _____

Owner Address _____

Tax Parcel ID Number (PIN)

Type of building construction

Combustible (wood) Non-Combustible (concrete and/or steel)

What is the acreage of the site?

How is the site zoned?

What is the building's total square footage?	Did the project require a zoning variance?
Census tract where the site is located:	Anticipated/Estimated gross receipts one year following EZ designation?

Part II: Improvements & Economic Stimulus

A. General Narrative

What types of improvements will have been made to the parcel? (Check all that apply)

- New Construction
 Rehabilitation
 Adaptive Reuse
 Acquisition/Rehabilitation
 Exterior Improvements

Briefly describe the improvements to the site and the economic impact it will bring to the Enterprise Zone and the community. (You may substitute company documents or attach additional sheets if needed.)

B. Physical Improvements (If Applicable)

In the space below, list the physical improvements to the physical structure and to the exterior grounds (e.g. parking, façade, signage, landscaping, new construction, rehabilitation, etc.) along with the costs and project completion dates.

Type of Improvement (Labor/Materials)	Cost	Start Date (Month/Year)	End Date (Month/Year)
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

Total Cost of Improvements: \$ _____

C. Professional Services and Other Fees

Please note any fees paid that are related to the improvements listed in Section B. You may skip any fees listed below that do not apply to your project.

Local Government Fees

Building Permits \$ _____
 Water Tap Permits \$ _____

Sewer Tap Permits \$ _____
Subtotal \$ _____

Developer's Fee

Developer's Overhead \$ _____
 Consultant's Fees \$ _____

Short-term Reserves
 (held for less than life of loan) \$ _____
Subtotal \$ _____

Professional Services

Architectural Fees \$ _____
 Construction Fees \$ _____
 Attorney Fees \$ _____
 Accounting \$ _____
Subtotal \$ _____

Other Fees

Other _____ \$ _____
 Other _____ \$ _____
 Other _____ \$ _____
 Other _____ \$ _____
Subtotal \$ _____

Total Professional Services and Other Fees (total all fees noted above): \$ _____

D. Sources of Funding for the Project

Please list all sources of funding secured to finance the completion of this project.

Source (1) _____ \$ _____

Source (2) _____ \$ _____

Source (3) _____ \$ _____

Source (4) _____ \$ _____

Total Sources of Funding \$ _____

B. Number of Employees after adding new jobs in the Enterprise Zone

(NOTE: Leased, contract, temporary, and construction employees do not qualify as new employees and should not be listed.)

1. Total number of new/additional full-time jobs (30 work hours per week minimum) created in the Enterprise Zone boundaries not counted in Section A above _____

2. In the space provided below, please list all new jobs created within the Enterprise Zone, the month and year created, the estimated annual wages for each position, and whether the position is filled or vacant.

	Job Title	Month/Year Created	Estimated Annual Wages	Filled (F) or Vacant (V)?
1)	_____	_____	\$ _____	_____
2)	_____	_____	\$ _____	_____
3)	_____	_____	\$ _____	_____
4)	_____	_____	\$ _____	_____
5)	_____	_____	\$ _____	_____

Total Annual Payroll for New Enterprise Zone Jobs \$ _____

REQUIRED:

Attach certified payroll verifying total jobs/employees prior to the creation of new jobs in the Enterprise Zone. Attach certified payroll from the most recent quarter verifying the total number of new jobs/employees created within the Enterprise Zone. **NOTE:** Application will be considered incomplete without proof of employment levels.

C. Jobs Summary (All Jobs)

Total number of jobs prior to adding new jobs in the Enterprise Zone (Section A) _____

Total number of new, full-time jobs created in the Enterprise Zone (Section B) _____

Total Number of All Jobs _____

Total Annual Payroll for Jobs prior to adding new jobs in the Enterprise Zone (Section A) \$ _____

Total Annual Payroll for New Jobs added in the Enterprise Zone (Section B) \$ _____

Annual Payroll Grand Total (All Positions) \$ _____

D. Employment of Low or Moderate Income Persons *Please list the number of persons employed who meet the following criteria.*

# Employed	Low/Moderate Income Person Definitions (A-H)
	(A) Unemployed or unemployed for three of the six months prior to the date of hire
	(B) Homeless
	(C) A resident of public housing
	(D) Receiving temporary assistance for needy families or who has received temporary assistance for needy families at any time during the 18 months prior to the date of hire
	(E) A participant in the Workforce Investment Act or who has participated in the Workforce Investment Act at any time during the 18 months prior to the date of hire
	(F) A participant in a job opportunity where basic skills are required or who has participated in such a job opportunity at any time during the 19 months prior to the date of hire
	(G) Receiving supplemental social security income
	(H) Receiving food stamps
	Total Low/Moderate Income Persons Employed (Add all the numbers entered in the first column.)

Additional Economic Stimulus

Please describe any other economic stimulus this project will bring to the community as part of the Enterprise Zone.

If possible, assign a dollar value to the economic stimulus described above: \$ _____
(If no dollar value exists, enter "None" or "N/A." If the dollar value is unknown, enter "Unknown" or "Don't Know")

Projected Start Date for stimulus described above: _____

Part IV: Applicant Certification

Applicant Certification

I hereby certify that all information provided in conjunction with this Enterprise Zone application is true and correct to the best of my knowledge. I acknowledge that by completing this application and accepting the incentives granted, I am affirming that I have completed and met the City's Enterprise Zone program requirements. I further understand that falsification of documents or failure to carry out the project as described and approved can result in revocation of the tax abatement and recapture of any and all abated taxes or other incentives granted.

Applicant Signature _____ **Date** _____