

# ENTERPRISE ZONE APPLICATION PROCESS QUICK GUIDE

## STEP 1 LETTER OF INTEREST

Mail letter of interest to the Director of Economic Development.



## STEP 2 PRE-APPLICATION MEETING

Meet with the Economic Development Director to discuss the application process.



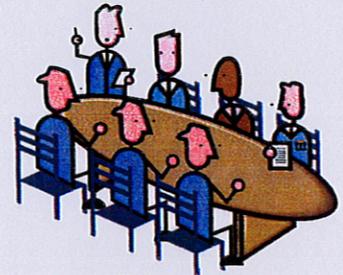
## STEP 3 APPLICATION SUBMITTAL

Submit completed application and application fee to the Economic Development Director.



## STEP 4 APPLICATION REVIEW

City Departments, Committees, and the City Council, review the application to determine if Enterprise Zone designation is feasible.



## STEP 5 APPROVAL

- Finance Department and Tax Assessors Office determine incentives.
- Applicant is notified of approval and incentives in writing.
- Benefits begin January 1<sup>st</sup> of the year following approval.



**ENTERPRISE ZONE APPLICATION INFORMATION SHEET  
AND CERTIFICATION FORM**

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

**No Applicant is Entitled to Enterprise Zone Designation**

By submitting this application, the applicant acknowledges that the fact that an area or business may meet Enterprise Zone eligibility requirements, shall not entitle any area, business or applicant to an enterprise zone designation or to additional incentives.

No application will be considered until it is complete. Please review the checklist provided to ensure that you have submitted all the necessary materials.

**Application Term**

Applications will be accepted from January 1 until October 31 of each year for Enterprise Zone designation commencing in the following year.

Please complete the following certification, have it notarized, and submit the original with the application. The applicant is advised to retain a copy of the certification for the applicant's records.

CERTIFICATION

The undersigned affirms that he or she has the actual authority to contract on behalf of and bind the business entity on whose behalf this application is submitted. The undersigned further affirms, subject to criminal penalty, that the information provided in this application and in any supplements thereto is true and correct to the best of the undersigned's knowledge and ability to ascertain such truthfulness. The undersigned acknowledges that by submitting this application and accepting the incentives granted, the undersigned agrees to undertake the project as described in the application. Falsification of documents or failure to carry out the project may result in the revocation of any Enterprise Zone designation, incentives or tax advantages granted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Notary Public Seal

## APPLICATION CHECKLIST FOR ENTERPRISE ZONES

Project Name: \_\_\_\_\_

	Applicant Check-off	
1. Name and mailing address of applicant.		
2. Street address of property		
3. Certified legal description and survey plat of property, (include associated tax parcel i.d. numbers).		
4. Evidence of site control		
5. 3 years of Financials		
6. Statements from two or more lending institutions verifying that tax exemptions are necessary to the economic feasibility of the proposed development.		
7. Construction schedule		
8. 10 year Operating Proforma		
9. Total Project Development Sources & Uses		
10. DeKalb County Business License or Application		
11. Statement of project's relation to current zoning district classification (s)		
12. Statement of any federal, state, or local government funds committed to project.		
13. Acreage of proposed development.		
14. Total square footage of the proposed development		
15. Census tract location of project		
16. Site plan		
17. Photographs of site		
18. The names of any businesses contemplating relocation into the zone.		
19. Employment forecasts for the proposed development.		
20. Number and types of on-site jobs.		
21. Pay ranges of number and types of jobs on-site		
22. Business Narrative		
23. Narrative of additional economic stimulus for DeKalb County		
24. Status of permits (if applicable)		
25. Financial supporting documentation for example, bank commitment letters.		
26. Certified Check made out to DeKalb County Government		
27. 4 Copies of the application and the certification form		
28. Signed applicant certification		

**ENTERPRISE ZONE APPLICATION PROCESS**

Applications for enterprise zones are processed once a month. All applications must be accompanied by a certified check for \$100.00 made out to City of St. Marys. Please submit 4 complete copies of the application, checklist and certification form.

For further information Contact: City of St. Marys  
ATTN: Economic Development  
400 Osborne Street  
St. Marys, Georgia 31558  
Phone (912) 882-8111 \* Fax (912) 882-8231

## Frequently Asked Questions – St. Marys Enterprise Zone

1. **What is the Enterprise Zones (EZ) program?** The EZ program is a tax exemption vehicle designed to stimulate economic development in depressed areas of St. Marys, Georgia.
2. **How are the EZ eligible areas determined?** EZ eligible areas are determined based upon state-mandated criteria. An area must meet at least three of the following five criteria:
  1. Evidence of pervasive poverty
  2. Unemployment
  3. General Distress
  4. Under-development
  5. General Blight
3. **Where are the Enterprise Zones located?** The Enterprise Zone is located along Osborne Road in downtown St. Marys up to Charlie Smith Sr. Highway up to the intersection of Douglas Drive and Charlie Smith Sr. Highway.
4. **Are there any other criteria I must meet?** Yes. You must either:
  1. Create five full-time new jobs in the Enterprise Zone, or
  2. 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 Camden County Tax Assessor) by a 5:1 ratio. The jobs and/or investment must be completed prior to submitting an application.
5. **What are the advantages of having an Enterprise Zone designation?** Starting in the year following the designation, the project will receive 10 years of tax exemptions based on the following schedule:

• Year 1	100% exemption
• Year 6	80% exemption
• Year 7	60% exemption
• Year 8	40% exemption
• Year 9	20% exemption
• Year 10	0% exemption
6. **Are there any additional benefits I can receive?** If you create five or more new full-time jobs in the Zone, you may also receive up to \$10,000 in each of the following categories:
  - Building Permit Fees
  - Business License Fees
  - Water/Sewer Tap-on Fees
7. **What is the process to receive an Enterprise Zone Designation?** The process is summarized in the Enterprise Zone illustration guide. The entire process takes approximately 4-6 months.

## Frequently Asked Questions – St. Marys Enterprise Zone

8. **What if I need a zoning change or variance?** An EZ application must be zoned properly to receive the designation. For further assistance regarding this issue, please contact the Office of Economic Development.

9. **Can a non-profit group apply for an Enterprise Zone designation?** No.

10. **I opened my business in an Enterprise Zone 4 months ago. Can I receive a “retroactive” designation and receive exemptions?** An applicant cannot receive retroactive benefits, and is only entitled to benefits in the year following the one in which their application for EZ designation is approved by the Board of Commissioners. For more information on EZ eligibility, contact the Office of Economic Development at 912-882-8111.

11. **How much does it cost to apply?** All applications must be accompanied by a certified check for \$100.00 and made payable to the City of St. Marys.