



Application for Exemption From Real Property Taxation
Commercial - Industrial CRA Project
Albany Village Code Chapter 158.303

Date: _____

PROPOSED AGREEMENT for Community Reinvestment Area Tax Incentives between the Village of
Albany located in the County of Athens and _____
Name of business

1. PROPERTY OWNER INFORMATION.

Property Owner Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

2. BUSINESS INFORMATION.

a) Enterprise Name _____

b) Form of business of enterprise:

_____ corporation _____ partnership _____ proprietorship Other _____

c) List primary 6 digit North American Industry Classification System (NAICS) _____

Business may list other relevant SIC numbers: _____

d) Name of principal owner(s) or officer(s) of the business:

Name & Title _____

Telephone _____ email _____

Name & Title _____

Telephone _____ email _____

Name & Title _____

Telephone _____ email _____

e) Project Address: _____ **ALBANY, OHIO 45710**

f) Parcel Number _____ Lot Number _____ Zoning District _____

g) Nature of commercial/industrial activity be conducted at the site:

_____ warehousing _____ manufacturing _____ distribution

Other (describe in detail) _____

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3. EMPLOYMENT AND RELOCATION INFORMATION.

- a) State the enterprise's current employment level in Ohio:

Full Time	Part Time	Seasonal	Other
_____	_____	_____	_____

- b) State the enterprise's current employment level at the proposed project site:

Full Time	Part Time	Seasonal	Other
_____	_____	_____	_____

- c) Will the project involve the relocation of employment positions or assets from one Ohio location to another? **Yes** _____ **No** _____

- d) If yes, state the locations from which employment positions or assets will be relocated from and location to where the employment positions or assets will be located to:

from _____ to _____

from _____ to _____

from _____ to _____

- e) State the enterprise's current employment level for each facility to be affected by the relocation of employment positions or assets:

Facility city	F/T	P/T	Seasonal
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- f) If a consolidation, what are the components of the consolidation? (must itemize the location, assets, and employment positions to be transferred. *(Attach separate sheet if needed)*)

- g) What is the projected impact of the relocation, detailing the number and type of employees and/or assets to be relocated? *(Attach separate sheet if needed)*

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4. TAXES AND OTHER FEES OWED.

Does the Property Owner owe:

- a) Any delinquent taxes to the State of Ohio or a political subdivision of the state?
Yes _____ No _____
- b) Any moneys to the State or a state agency for the administration or enforcement of any environmental laws of the State?
Yes _____ No _____
- c) Any other moneys to the State, a state agency or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not?
Yes _____ No _____

If yes to any of the above, please provide details of each instance including but not limited to the location, amounts and/or case identification numbers (*attach additional sheets*).

5. PROJECT INFORMATION.

Project will begin _____, 20____

and be completed _____, 20____ provided a tax exemption is provided.

- a) Estimate the number of new employees the property owner will cause to be created at the facility that is the project site. Job creation projection must be itemized by the name of the employer, full and part-time and permanent and temporary. (***attach details on separate sheet***)
- b) State the time frame of this projected hiring: _____ years
- c) State proposed schedule for hiring itemized by full and part-time and permanent and temporary employees. (***attach details on separate sheet***)
- d) Estimate the amount of annual payroll such new employees will add. (new annual payroll must be itemized by full and part-time and permanent and temporary new employees).
- e) Indicate separately the amount of existing annual payroll relating to any job retention claim resulting from the project: \$ _____
- f) An estimate of the amount to be invested by the enterprise to establish, expand, renovate or occupy a facility:

Acquisition of Buildings: \$ _____

Additions/New Construction: \$ _____

Improvements to existing buildings: \$ _____

Machinery & Equipment: \$ _____

Furniture & Fixtures: \$ _____

Inventory: \$ _____

Total New Project Investment: \$ _____

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6. AMOUNT-TERMS REQUESTED BY APPLICANT.

- a) The above named business applicant requests the following tax exemption incentives: _____ %
for _____ years covering real property as described above. *(Be specific as to the rate, and term)*
- b) Business's reasons for requesting tax incentives (be quantitatively specific as possible)
(attach a separate letter explaining all details related to the requested exemption)

7. ACKNOWLEDGEMENT AND SIGNATURES.

Submission of this application expressly authorizes the Village of Albany, Ohio to contact the Ohio Environmental Protection Agency to confirm statements contained within this application including item # 4b) and to review applicable confidential records. As part of this application, the property owner may also be required to directly request from the Ohio Department of Taxation or complete a waiver form allowing the Department of Taxation to release specific tax records to the local jurisdiction considering the request.

The Applicant agrees to supply additional information upon request.

The Applicant affirmatively covenants that the information contained in and submitted with this application is complete and correct and is aware of the ORC Sections 9.66(C) (1) and 2921.13(D) (1) penalties for falsification which could result in the forfeiture of all current and future economic development assistance benefits as well as a fine of not more than \$1,000 and/or a term of imprisonment of not more than six months.

Site visits to the property by Village representatives are essential to process this application. By signing below, I hereby authorize Village representatives to visit and photograph the property described in Section 1 above.

*The information requested on this application may be relied upon by the Village in considering the permit. I understand that any false statement made knowingly may be grounds for criminal action under state and local law: **Ohio Revised Code §2921.13***

Applicant **PRINTED** Name _____

Applicant Signature _____ Date _____

Albany CRA Housing Officer Signature acknowledging the acceptance of this application:

Signature _____ Date _____

Additional Notes:

- 1) A copy of this proposal must be forwarded by the Village to the affected Boards of Education along with notice of the meeting date on which the Village will review the proposal. Notice must be given a minimum of fourteen (14) days prior to the scheduled meeting to permit the Boards of Education to appear and/or comment before the legislative authorities considering the request.
- 2) Attach this application to Final Community Reinvestment Area Compensation Agreement as Exhibit A
- 3) Please note that a copy of this proposal must be included in the Final Community Reinvestment Area Agreement and be forwarded to the Ohio Department of Taxation and the Ohio Department of Development within fifteen (15) days of final approval.

Community Reinvestment Area Commercial-Industrial Application

The typical process for granting a CRA exemption is as follows:

1. The business applicant obtains and completes a CRA Commercial-Industrial application.
2. Upon submission of the application to the Housing Officer, the Housing Officer shall determine if there are any issues including eligibility concerns or relocation related issues before forwarding all documents to the CRA Negotiation Committee.
3. The Albany CRA Negotiation Committee determines if a CRA exemption is warranted for the proposed project and, if so, how much exemption is appropriate.
4. The Negotiation Committee creates a draft CRA Compensation Agreement in accordance with the relevant sections of the ORC and the local enabling legislation.
5. If necessary, relocation notices are sent out to the affected communities with the application and draft agreement.
6. The school board and joint vocational school district are provided written notice of the intent of the Village to enter into a CRA agreement. This letter may ask for the affected school board's consent if the request is for greater than 75% of the increase in the assessed valuation resulting from improvements
7. Once all of the relevant notice periods have concluded and, if necessary, school board approval has been obtained, the Village Council may enact a resolution that approves the granting of a CRA tax exemption and authorizes the Village Mayor to sign the CRA Compensation Agreement.
8. The signed agreement is then executed by all relevant parties.
9. All of the materials associated with procuring the CRA Compensation Agreement (application, notices, approvals, local legislation, and agreement) are sent within fifteen (15) days of the passage of the legislation to the Ohio Development Services Agency, care of the Office of Strategic Business Investments at 77 South High Street, P.O. Box 1001, Columbus, Ohio 43216-1001.
10. Ohio Development Services shall review the information and enter the agreement into its system. At that time, the CRA Housing Officer will receive an email indicating that the agreement has been entered. This email should not be construed as a legal approval from Development of the State of Ohio.
11. The Village shall transmit a copy of the CRA Compensation Agreement to the Athens County Auditor within ten (10) days and order that the increased valuation resulting from said improvements to the property, consistent, with the CRA Compensation Agreement, be placed on the non-taxable list in the percentage specified in the agreement.
12. The business may begin the remodel or construction of its facility.