



**Community Reinvestment Area
Commercial Renovation and New Construction**

PROPOSED AGREEMENT for Community Reinvestment Tax Incentives between the City of Hamilton located in the County of Butler and _____.
Company Name

1. Name of business, home or main office address, contact person, and telephone number (attach additional pages if multiple enterprise participants).

Company Name: _____

Address: _____

City: _____ State: _____

Contact: _____

Phone: _____ Fax: _____

Project Site: _____

2. a. Nature of business (manufacturing, distribution, wholesale or other).

b. List primary 6 digit NAICS Code _____.
Business may list other relevant NAICS numbers.

c. If consolidation, what are the components of the consolidation? (must itemize the location, assets, and employment positions to be transferred).



d. Form of business of enterprise (corporation, partnership, proprietorship, or other).

Submit as Exhibit 1, that portion of incorporation, partnership or joint venture documents which indicate legal business name and the names of those authorized to execute agreements on behalf of the business, if the business is not a sole proprietorship. If it is not a sole proprietorship, indicate the name of the owner(s).

3. Name of principal owner(s) or officers of the business (attach list if necessary).

4. Is business seasonal in nature? Yes _____ No _____

5. a. State the enterprise's current employment level at the proposed project site.

b. Will the project involve the relocation of employment positions or assets from one Ohio location to another? Note: Ohio Revised Code Section 3735.673 requires the City to formally notify each county or municipal corporation from which the enterprise intends to relocate, and the Ohio Development Services Agency, prior to approval of a tax exemption agreement.)

Yes _____ No _____

c. If yes, state the locations from which employment positions or assets will be relocated from.

d. State the enterprise's current employment level in Ohio (itemized for full and part-time and permanent and temporary employees):



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

f. What is the projected impact of the relocation, detailing the number and type of employees, payroll and/or assets to be relocated?

6. a. Has the Enterprise previously entered into an Enterprise Zone or CRA Agreement with the local legislative authorities at any site where the employment or assets will be relocated as a result of this proposal?

Yes_____ No_____

7. Does the Enterprise 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 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 are not?

Yes_____ No_____

d. 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 (add additional sheets if necessary).

8. Project Description

Submit as Exhibit 2, a brief narrative description of the company's type of business activity and the project for which this application is being submitted. The project description should include facility construction or expansion information, in terms of square feet and cost. This description should also itemize by type and cost, major machinery and equipment purchases.

9. Land Use:

- Commercial
- Industrial
- Mixed-Use

Describe the break down in use:

List Number of dwelling units_____

Square Footage of non-residential_____

- Multi-Unit (5 or more units):

List Number of dwelling units_____

List Number of condominium units_____

Project Type:

- New Construction
- Renovation of existing building

10. Project will begin _____, _____ and be completed by _____, _____ provided a tax exemption is provided.



11. a. State the estimated number of new employees the business intends to hire at the facility that is the project site (job creation projection must be itemized by full and part-time and permanent and temporary) within a 3 year term.

- b. State proposed schedule for hiring (itemize by full, part-time, and permanent employees):

12. a. Estimate the amount of annual payroll such new employees will add \$_____ (new payroll must be itemized by full, part-time, permanent, and temporary new employees).

- b. Indicate separately the amount of existing annual payroll relating to any job retention claim resulting from the project: \$_____.

13. Market value of the existing facility at the project site, as determined for local real property taxation. \$_____.

14. a. Business's total current investment in machinery, equipment, furniture, and fixtures at the project site as of the proposal's submission. \$_____

- b. State the business's value of on-site inventory required to be listed in the personal property tax return of the enterprise in the return for the tax year (stated in average \$ value per most recent 12 month period) in which the agreement is entered into (baseline inventory):

\$_____

Submit as Exhibit 3, a list of currently owned personal property valued at more than \$1,000 (machinery, equipment, furniture and fixtures), as well as a list of similar items to be purchased as part of the project. For large industries, contact the Department of Economic Development regarding increasing the dollar limits to be reported.



15. An estimate of the amount to be invested by the enterprise to establish, expand, renovate, or occupy the facility:

A. Acquisition of Buildings	\$ _____
B. Additions/New Construction	\$ _____
C. Improvements to Existing Buildings	\$ _____
D. Machinery & Equipment	\$ _____
E. Furniture & Fixtures	\$ _____
F. Inventory	\$ _____
Total New Project Investment	\$ _____

16. Submit as Exhibit 4, a legal description of the real property involved in the project (a current deed copy can be submitted).

17. Submit as Exhibit 5, a copy of any real property lease or rental agreements that have been or will be executed as part of the project. If the final documents are not prepared at this time, submit a narrative outline of the proposed lease/rental agreement. A copy of the final lease or rental agreement will be required upon execution.

18. Submit as Exhibit 6, financial statements for the three (3) previous years.

19. Submit as Exhibit 7, financial projections for the coming three (3) years.

a. Business requests the following tax exemption incentives: _____% for _____ years covering real _____ property.

b. Business's reasons for requesting tax incentives (be quantitatively specific as possible).



All applications must be reviewed and approved by the City of Hamilton Council. All applications will execute an agreement with the City of Hamilton. The agreements must be executed prior to the start of any construction in order to be eligible for the Commercial Tax Abatement.

Submission of this application expressly authorizes the City of Hamilton and/or Butler County to contact the Ohio Environmental Protection Agency to confirm statements contained within this application including item #7 and to review applicable confidential records. As part of this application, the business may also be required to directly request from the Ohio Department of Taxation or complete a waiver form allowing the Ohio Department of Taxation to release specific tax records to the local jurisdictions considering the incentive request.

Additional Information

- Exemption values are determined by the Butler County Auditor's Office.
- The City of Hamilton may revoke the tax exemption any time after the first year if the property has building code violations or is delinquent on the property taxes.
- The City of Hamilton Council may rescind or alter the Ordinance granting tax exemptions at their discretion.

The applicant acknowledges that the property is not eligible for tax exemption if construction activities are commenced prior to the execution of the Community Reinvestment Area Tax Exemption Agreement. Applicant agrees to supply additional information upon request.

Prior Agreement. Applicant represents and warrants that neither Applicant, nor any "predecessor" or "related member" is a party to another agreement granting tax exemption relating to a structure in this state at which the Applicant (or the predecessor or related member) has discontinued or intends to discontinue operations prior to the expiration of the term of that agreement. (Note: This information is required by Ohio Revised Code 3735.671 (E). As used herein "predecessor" means a person or entity that has transferred assets or equity to Applicant, which transfer resulted in the full or partial non-recognition of gain or loss, or resulted in a carryover basis, both as determined by rule adopted by the Ohio Tax Commissioner; and "related member" has the same meaning as defined in Ohio Revised Code 5733.042 without regard to division (B) of that section.)



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 2931.13(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 term of imprisonment of not more than six months.

Name of Enterprise	Date
Signature	Typed Name and Title

*A copy of the proposal must be forwarded by the local governments to the affected Board of Education along with notice of the meeting date on which the local government will review the proposal. Notice must be given a minimum of fourteen (14) days prior to the scheduled meeting to permit the Board of Education to appear and/or comment before the legislative authorities considering the request.

**Attach the Final Community Reinvestment Area Agreement as Exhibit A

Please note that copies of this proposal must be included in the finalized CRA Agreement and be forwarded to the Ohio Department of Taxation and the Ohio Department of Development within fifteen (15) days of final approval.



There are several fees involved in this application process. There is a \$50 City Application Fee which is to be paid at the time of this application is filed and a \$100 City Agreement Execution Fee which is due at the time an Agreement is executed. Once the application is approved by City of Hamilton Council, a \$750.00 application fee payable to Ohio Development Services Agency will be due.

The City is also required to collect an annual monitoring fee, equal to 1% of the proposed tax exemption. This fee is a minimum of \$500 and a maximum of \$2,500.

(1) \$50 City Application Fee paid

_____ Date

(2) \$100 City Agreement Execution Fee paid

_____ Date

(3) \$750 State Application Fee paid

_____ Date

Annually, updated information will be requested from the company by the Ohio Development Services Agency and the local Tax Incentive Review Council. This information will be used to verify compliance with the Community Reinvestment Area Agreement and to satisfy the annual monitoring and reporting requirements of the CRA Program.