

Portage County Department of Economic Development (PCDED)
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ENTERPRISE ZONE AGREEMENT PROCEDURE FOR PROJECTS NOT SUBJECT TO ODOB RELOCATION WAIVER PROCESS

STEP BY STEP INSTRUCTIONS FOR THE COMMUNITY

Step 1

When the community is contacted by a company looking to do a project in their community with incentives, a meeting needs to be set up to discuss the project and incentive programs. Attendees are; the company (others the company wants present), the community (the mayor/township trustee and city/township officials the mayor/trustee invites), Director of Portage County Economic Development (to discuss incentive and other finance programs). **Only the community can negotiate terms of the Enterprise Zone Agreement with the company.** The director of PCDED is there for informational purposes.

Step 2

It should be suggested that the company go to the PCOED website for the following:

1. Enterprise Zone Agreement forms can be downloaded from our website at www.portageworkforce.org/pcoed/enterprisezones. You should suggest the company download the Enterprise Zone Application from the website, complete and e-mail to PCOED for our review and make any necessary corrections.
2. Once the application is in order the company will proceed to Step 3.

STEP 3

The company completes and signs the following and forwards them to community for processing:

1. Enterprise Zone Proposed Agreement (Application).
2. A \$750.00 check made payable to the Ohio Department of Development for the Enterprise Zone Application fee.

During this time PCDED can (if the community would like us to) construct the “draft” Enterprise Zone Agreement from information received from the application and e-mail it to the community (person designated by the mayor/trustees) to process.

Step 4

The community must send school notifications letters before council/township trustees can act on any Enterprise Zone Agreement. The following documents must be sent to the superintendents of appropriate school district **and** Maplewood Career Center (if applicable).

1. A letter with the date, time and place of council/trustees meeting along with the terms of the agreement. A minimum 14 day or 45 business days notice. (It's a minimum of 45 business days if the terms are above the amount allowed by law and the school board must approve this by a resolution.) Use the dual notification language for the city/township and the county. (PCDED can provide dual language.)

2. The Enterprise Zone Proposed Agreement (application).

Step 5

When the school requirements per Enterprise Zone law have been met, the community can proceed with approving the Enterprise Zone Agreement. School requirements are the following:

1. The agreement terms were at or below the amount allowed by law, and the 14 day school notification was met.
2. The agreement terms were above the amount allowed by law, and the 45 business day notification was met, or
3. The agreement terms were above the amount allowed by law and the appropriate School Board approved a resolution waiving their notification period and approving the terms. Council/trustees must have this approved school board resolution before they can act on the agreement.

Step 6

After council/trustees have approved the Enterprise Zone Agreement, the following needs to be sent to the Portage County Economic Development office in order for PCDED to process it for the Portage County Commissioner's consideration and approval:

1. 3 Original EZ Agreements **signed** by the community's Law Director, the company (s) and the mayor.
2. The original signed EZ Application.
3. The signed / certified city ordinance.
4. Copies of the 2 school board notices (local and Maplewood Career Center where applicable).
5. The check for \$750.00 made payable to the Ohio Department of Development.
6. The certified school board resolution (if applicable)

REMEMBER THE COMPANY CAN NOT MOVE FORWARD WITH THEIR PROJECT UNTIL APPROVED BY THE COMMUNITY AND THE PORTAGE COUNTY BOARD OF COMMISSIONERS. IT IS VERY IMPORTANT THAT PCOED RECEIVES ALL THE ABOVE DOCUMENTS ASAP SO WE CAN RECEIVE COMMISSIONER APPROVAL AND THE COMPANY CAN MOVE FORWARD WITH THEIR PROJECT.

Step 7

After PCOED receives all the documents listed above, we will take it from here to get the Portage County Commissioners approval. Once approved by the Board of Commissioners, PCDED will send copies of all approved documents to the Ohio Department of Development, Ohio Department of Taxation, Portage County Auditor, the community and the company.

PLEASE FEEL FREE TO CONTACT US WITH ANY HELP YOU NEED ALONG THE WAY. WE ARE HERE TO HELP MAKE SURE THIS PROCESS GOES AS SMOOTHLY AS POSSIBLE!!!!