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## **ENTERPRISE ZONE AGREEMENT PROCEDURE PROJECT REQUIRED TO FOLLOW RELOCATION WAIVER PROCEDURE**

### **STEP BY STEP INSTRUCTIONS FOR THE COMMUNITY**

#### **Step 1**

When the community is contacted by a company looking to do a project in the 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/trustee chairman and community officials the mayor/trustees invite), if needed the 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 PCDED website for the following:

1. (Enterprise Zone Agreement forms can be downloaded from our website at [www.portageworkforce.org/pcoed/enterprisezones](http://www.portageworkforce.org/pcoed/enterprisezones). You should suggest the company download the Enterprise Zone Application and Relocation Waiver from the website, complete and e-mail to PCDED for our review and make any necessary corrections to the applications.)
2. Once the applications are in order the company will proceed to Step 3.

#### **Step 3**

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

1. Enterprise Zone Proposed Agreement (Application)
2. ODOD Request for Waiver of Relocation Restrictions form.
3. 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 applications and e-mail it to the community (person designated by the mayor/trustees) to process.**

#### **STEP 4**

The community must sign the Request for Waiver of Relocation Restrictions form along with the relocating company.

### **Step 5**

The community **must** send the following package to the Mayor, County Commissioners and/or Township Trustees of the community the company is relocating **from** by either personal service or by certified mail, return receipt requested:

1. A letter with a relocation notice including a statement of the business's reasons for the relocation. Include the date, time and place for the city council meeting. (A minimum 30-day notice must be issued to the community the company is relocating from prior to the "first public meeting at which the agreement is deliberated".)
2. Copy of the Request for Waiver of Relocation Restrictions form.
3. Copy of the Enterprise Zone Proposed Agreement (Application).
4. Copy of the "draft" Enterprise Zone Agreement.

### **Step 6**

The community **must** send the following package to the Ohio Department of Development by either personal service or by certified mail, return receipt requested.

1. The **Original** of the Request for Waiver of Relocation Restrictions form.
2. Copy of the relocation notice sent to the community(s) the company is relocating from.
3. Copy of the Enterprise Zone proposed Agreement (Application).
4. Copy of the "draft" Enterprise Zone Agreement.

### **Step 7**

The community must send the following package to the Portage County Department of Economic Development. This can be sent by regular mail.

1. Copy of the Request for Waiver of Relocation Restrictions form.
2. Copy of the relocation notice sent to community(s) the company is relocating from.
3. Copy of the Enterprise Zone proposed Agreement (Application).
4. Copy of the "draft" Enterprise Zone Agreement.

### **Step 8**

ODOD usually contacts the community, the community the company is relocating from and the company to set up a waiver hearing to review the Request for Waiver of Relocation Restrictions form. The waiver hearing will take place at the site of the company planning to relocate.

The following usually attend the waiver hearing:

1. Representative(s) ODOD
2. Representative(s) from community the company is relocating from.
3. Representative(s) from County Economic Development office the company is relocating from.
4. Representative(s) from Streetsboro.
5. Representative(s) from Portage County Dept. of Economic Development.
6. Representative(s) from the company planning to relocate.

### **Step 9**

The community must send school notifications letters before city council/township trustees can act on any Enterprise Zone Agreement. The following documents must be sent to the superintendents of local schools and Maplewood Career Center.

1. A letter with the date, time and place of city 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 community and the county. (PCDED can provide dual language.)

2. The Enterprise Zone Proposed Agreement (application).

### **Step 10**

When the school requirements and ODOB Waiver Process per Enterprise Zone law have been met and/or approved, the community can proceed with approving the Enterprise Zone Agreement. School and ODOB 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 local School Board approved a resolution waiving their notification period and approving the terms. The community must have this approved school board resolution before they can act on the agreement.
4. **ODOB must approve the Waiver Relocation before the community can act on the agreement. If ODOB does not approve it, the community can't enter into an EZ Agreement with the company.**

### **Step 11**

After the community has 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/trustees.
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 if applicable).
5. The check for \$750.00 made payable to the Ohio Department of Development.
6. The certified local school board resolution (if applicable)

**REMEMBER THE COMPANY CAN NOT MOVE FORWARD WITH THEIR PROJECT UNTIL ODOB APPROVES THEIR RELOCATION WAIVER AND THE EZ AGREEMENT HAS BEEN APPROVED BY THE COMMUNITY AND THE PORTAGE COUNTY BOARD OF COMMISSIONERS. IT IS VERY IMPORTANT THAT PCDED RECEIVES ALL THE ABOVE DOCUMENTS ASAP SO WE CAN RECEIVE COMMISSIONER APPROVAL AND THE COMPANY CAN MOVE FORWARD WITH THEIR PROJECT.**

### **Step 12**

After PCDED 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!!!!!!**