

# OREGON ENTERPRISE ZONE AUTHORIZATION APPLICATION

• Complete form and submit to the local enterprise zone manager **before** breaking ground or beginning work at the site. • Please type or print neatly.

## APPLICANT

Enterprise Zone or Rural Renewal Energy Development Zone (where business firm <b>and</b> property will be located)		County	
Name of Business Firm		Telephone Number (      )	
Mailing Address	City	State	ZIP Code
Location of Property (street address if different from above)	City	State	ZIP Code
Map and Tax Lot Number of Site	Contact Person	Title	

My firm expects to first claim the standard property tax exemption in the following year(s): \_\_\_\_\_

Check here if your firm has or has had another exemption in this enterprise zone. Note the first year of such exemption: \_\_\_\_\_

Check here that your firm commits to renew this authorization application. Renew this application on or before April 1 every two calendar years, until the tax exemption on qualified property is claimed.

Check here if you are requesting an **extended abatement** of one or two additional years of exemption. This is subject to minimum average annual "compensation" for employees and written agreement with local zone sponsor. Sponsor may request additional requirements.

### Zone Manager Use Only (after written agreement but before authorizing firm):

County Average Annual Wage: \$ \_\_\_\_\_ For Year \_\_\_\_\_ Total Exemption Period:  4 or  5 Consecutive Years (check one)

## BUSINESS ELIGIBILITY

**Eligible Activity**—Check all activities that apply to proposed investment within the enterprise zone:

Manufacturing     Fabrication     Bulk Printing     Shipping     Agricultural Production     Energy Generation

Assembly     Processing     Software Publishing     Storage     Back-office Systems

**Other**—describe the activities that provide goods, products, or services to other businesses (or to other operations of your firm): \_\_\_\_\_

Check here if your business firm does or will engage in **ineligible activities** within the enterprise zone (such as retail sales, health care, professional services, or construction). Describe below (or in an attachment) these activities and their physical separation from "eligible activities" checked above: \_\_\_\_\_

**Special Cases**—Check all that apply:

Check here if a **hotel, motel, or destination resort** in an applicable enterprise zone.

Check here if a **retail/financial call center**. Indicate expected percent of customers in local calling area: \_\_\_\_\_%.

Check here if a **"headquarters" facility**. (Zone sponsor must find that operations are statewide or regional in scope and locally significant.)

Check here if an **electronic commerce investment** in an e-commerce enterprise zone. (This also provides for an income tax credit.)

## EMPLOYMENT IN THE ENTERPRISE ZONE (see worksheets on last page)

Do **not** count temporary, seasonal, construction, FTE, part-time jobs (32 hours or less per week), or employees working at ineligible operations.

**Existing Employment**—My business firm's average employment in the zone over the past 12 months is \_\_\_\_\_ jobs.

**New Employees**— • Hiring is expected to begin on (date or month and year): \_\_\_\_\_

• Hiring is expected to be completed by (month and year): \_\_\_\_\_

• Estimated total number of new employees to be hired with this investment is: \_\_\_\_\_

**Commitments**—By checking all boxes below, you agree to the following commitments as required by law for authorization:

By April 1 of the first year of exemption on the proposed investment in qualified property, I will increase existing employment within the zone by one new employee or by 10 percent, whichever is greater.

My firm will maintain at least the above minimum level as an annual average employment during the exemption period.

When the exemption claim is also filed by April 1 following each calendar year of exemption, total employment in the zone will not have shrunk by 85 percent at one time or by 50 percent twice in a row, compared to any previous year's figure.

My firm will comply with local additional requirements as contained in: (1) a written agreement for an extended agreement, (2) zone sponsor resolution(s) waiving required employment increase, or (3) an **urban** enterprise zone's adopted policy, if applicable.

My firm will verify compliance with these commitments, as requested by the local zone sponsor, the county assessor or their representative, or as directed by state forms or administrative rules.

My firm will enter into a **first-source hiring agreement** before hiring new eligible employees. (This **mandatory** agreement entails an obligation to consider referrals from local job training providers for eligible job openings within the zone during at least the exemption period.)

**OREGON EMPLOYMENT OUTSIDE THE ENTERPRISE ZONE**

**Check only those that apply:**

- Check here if your firm or a commonly controlled firm is, or will be, closing or curtailing operations in the state **beyond 30 miles of the zone's boundary**. Indicate timing, location, number of any job losses, and relationship to the proposed enterprise zone investment:
  
- Check here if you are transferring any operations into the zone from site(s) **within 30 miles of the zone boundary** (existing businesses only): My firm's average employment at the site(s) over the past 12 months is \_\_\_\_\_ jobs.
- Check here if your firm commits to increase the combined employment at the site(s) (within 30 miles) and in the zone to 110 percent of the existing combined level by April 1 and on average during the first year of exemption.

**PROPOSED INVESTMENT IN QUALIFIED PROPERTY**

**Anticipated Timing**— Enter dates or months/years

Action	Site and Building & Structures			Machinery and Equipment		
	Preparation	Construction*	Placed in Service	Procurement**	Installation	Placed in Service
To commence or begin on						
To be completed on						

\* And/or new reconstruction, additions to, or modifications of existing building(s) or structure(s).  
 \*\* May precede application by up to three months.

**Special Issues:**

- Check here for building/structure acquired/leased for which construction, reconstruction, additions, or modifications began prior to this application (attach executed lease or closing documents).
- Check here for **Work-in-Progress** tax exemption for qualified property that is not yet placed in service and is located on site as of January 1. (Attach description and list of such probable property. See "Special Issues Worksheet," on the last page.)

**Qualifying Property:** Estimates of cost (please attach a preliminary list of machinery and equipment).

Type of Property		Number of Each/Item	Expected Estimated Value	Check if any Item will be Leased
Real Property	Building or structure to be newly constructed		\$	<input type="checkbox"/>
	New addition to or modification of an existing building/structure		\$	<input type="checkbox"/>
	Heavy or affixed machinery and equipment		\$	<input type="checkbox"/>
Personal Property Item(s) Costing:	\$50,000 or more		\$	<input type="checkbox"/>
	\$1,000 or more (E-commerce zone or used exclusively for tangible production)		\$	<input type="checkbox"/>
<b>Total Estimated Value of Investment</b>			\$	

**Additional Description:** In addition to what is explained elsewhere, briefly comment below (or in an attachment) on the scope of your investment, the particular operations and output that are planned, and the intended uses of the qualifying property.

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**DECLARATION**

I declare under penalties of false swearing [ORS 305.990(4)] that I have examined this document and attachments, and to the best of my knowledge, they are true, correct, and complete. If any information changes, I will notify the zone manager and the county assessor and submit appropriate written amendments. I understand that my business firm will receive the tax exemption for property in the enterprise zone, only if my firm satisfies statutory requirements (ORS Chapter 285C) and complies with all local, Oregon, and federal laws that are applicable to my business.

**MUST BE SIGNED BY AN OWNER, COMPANY EXECUTIVE, OR AUTHORIZED REPRESENTATIVE OF THE BUSINESS FIRM**

Signature <b>X</b>	Date
Title (if not an owner or executive, attach letter attesting to appropriate contractual authority)	

**Local enterprise zone manager and county assessor must approve this application (with Enterprise Zone Authorization Approval, form 150-303-082)**

# OREGON ENTERPRISE ZONE AUTHORIZATION APPLICATION INSTRUCTIONS

## For More Information

Visit [www.oregon4biz.com](http://www.oregon4biz.com).

## Applicant

This application form serves to authorize your business firm to receive a standard three-year exemption on qualified property that you will own or lease at the specified site in the enterprise zone. The local zone manager and the county assessor's office authorize your firm (not the proposed investment) using an *Enterprise Zone Authorization Approval* form (150-303-082).

### Mandatory Timing in Being Authorized:

- Complete and submit this form to the local zone manager before beginning physical project work (construction, installations, etc.) or hiring new employees. Work may then proceed even before approval.
- See "Proposed Investment in Qualified Property" for exceptions—work that might normally precede application.
- No exemption is allowed on property for which work began prior to the **effective date** of the zone's designation or amendment to include the site, or for any property already assessed by that date.
- After submitting this application but before being authorized, you and the zone manager will hold a **pre-authorization conference**, at which the assessor's office might participate, to formally address special issues or contingencies for qualification.
- If seeking an **extended abatement** of four or five years in total, a written agreement with the zone sponsor must be executed when your firm is approved for authorization.

### First Year Claiming Exemption from Property Taxes:

- The first year of exemption is the year following the year in which the qualified property is "placed in service." This means when the property is first used or occupied, or is ready for use or occupancy, for intended commercial purposes.
- To claim the exemption, you must file with the county assessor after January 1, but on or before April 1, of that first year. Attach a schedule of the property to be exempted.
- Submit the exemption claim (without property schedule) after each year of exemption, in order to confirm ongoing compliance.

### Keeping Authorization Active:

- This application needs to be renewed after two full years between January 1 and April 1, if your firm is not ready to claim an exemption. Submit a letter with the zone manager and assessor stating your continuing interest and intent.
- Failure to submit such a statement every two years (while the zone exists) classifies your authorization as "inactive." A fee is then required in order to claim the exemption.

## Business Eligibility

A key function of authorization is to ascertain and assure a business firm's eligibility for exemption.

- The program is primarily limited to for-profit organizations that provide goods or services to other business operations.
- **Ineligible operations** include: tourism, retail food service, entertainment, childcare, financial services, property management, housing or construction, retail sales or goods or services, health care, or professional services.
- An eligible **call center** may receive customer requests and orders by various means, but at least 90 percent must originate from areas that would entail a long-distance charge if performed by telephone.
- **E-commerce** investments receive special treatment in certain enterprise zones and in the city of North Plains.

- **Central facilities** for management, marketing, design, etc., are eligible if serving statewide or wider operations of a company. (Investment needs to conform to authorized description.)
- More than 70 percent of the enterprise zones have elected to make **hotels, motels, and destination resorts** eligible. The choice may differ among a zone's sponsoring jurisdictions.

## Employment in the Enterprise Zone

To be authorized, the eligible business firm must commit to satisfy job-creation requirements:

- The number of jobs in the zone must rise and be maintained during the exemption at a minimum of 110 percent of the average level from the time of the authorization application.
- Failure to reach this level precludes the exemption.
- Failure to maintain this level represents "substantial curtailment," as would a big drop in total employment.
- Your firm must enter into a **first-source hiring agreement** before hiring new employees. The local zone manager will direct you to the contact agency.
- Your firm and the zone sponsor are solely responsible for compliance/verification of local additional requirements.
- Also see "Special Issues Worksheet" on the last page.

## Employment Outside the Enterprise Zone

The business firm is disqualified if:

- The transfer of operations into the enterprise zone results in Oregon job losses more than 30 miles from the zone boundary.
- The movement of employees into the zone from within 30 miles of its boundary results in less than a 10 percent increase of the overall employment level in the zone and outside the zone.

## Proposed Investment in Qualified Property

To assist eligible business firms in understanding the property tax benefit they may receive for investing in an enterprise zone, the authorization application asks for the best available information on the cost, extent, and timing of planned investments. It is critical for communication between the firm, the local zone manager, and the county assessor.

### Pre-application Activity at Site:

In general, physical investment including site preparation must begin after this application is submitted. Exceptions include, but are not limited to, the following:

- A project started and abandoned at least six months earlier.
- Demolition, hazard removal, or environmental cleanup.
- Property acquired from another authorized business firm.
- Purchase or lease from a third party of a newly constructed or newly improved building. In this case, work may already be underway or completed, but approval of this application must include a copy of the sale/lease agreement and must happen before any use or occupancy of the building.

**Work-in-progress:** Qualified non-utility property, on-site as of January 1, may be exempt for up to two years before being placed in service. File the regular *Application for Construction-in-Process Enterprise Zone Exemption form* (150-310-021) with the county assessor on or before April 1, if work is still underway on January 1.

### Property Criteria:

- For a significant building or structure to be exempt, the authorization must include some description of it. Also, if no machinery and equipment is indicated, then no such property qualifies.

- All property needs to be new, meaning it was not used or occupied in the zone more than one year before exemption begins.
- Machinery and equipment must be newly acquired or newly transferred from outside of the county (except for major retrofit or refurbishment of real property idle for 18 months).
- Any or all property may be leased from any party, if your firm (the lessee) is obligated to pay the property taxes.
- All real property—buildings, structures, and heavy/affixed machinery and equipment—listed on the exemption claim property schedule must **cost** \$50,000 or more in total.
- Personal property machinery and equipment is readily movable and qualifies based on **per-item cost** minimum. An integrated system consisting of various components may be treated as a single item for these purposes.
- Land, vehicles, motorized/self-propelled devices, rolling stock, non-inventory supplies, and idle or ineligibly used property do **not** qualify.

- The investment in property needs to be for the furtherance of income. For example, it may not be for personal use.

**Additional Property and Future Projects:**

- With an ongoing investment, subsequent property that is not placed in service until the first or second year of exemption on the initial property may be exempted as well.
- In other words, property schedules may be filed with up to three consecutive claims, pursuant to a single authorization.
- Any major change of plans should be amended into the application, in writing to both the zone manager and the county assessor, before January 1 of the first year of an initial exemption.
- Another authorization application is necessary for qualified property at a different location in the same or another zone.

**APPLICABLE PROPERTY TAX RETURNS MUST STILL BE FILED ANNUALLY**

Please complete the following worksheets either before or during the pre-authorization consultation with the local zone manager

**Employment Worksheet**

Use this worksheet to determine your business firm’s annual average employment over the 12 months preceding the date on which you submit the authorization application, and as required during the period of the enterprise zone exemption:

1. Identify those employees or positions within the zone that are: (a) working a majority of their time in “eligible” activities or in direct support of those activities; (b) paid on average for more than 32 hours per week; (c) **not** employed solely to construct property; (d) **not** seasonal; and (e) **not** temporary—not hired, leased, or contracted for less than one year or on an as-needed/ad hoc basis. **Don’t** use “full-time equivalents” (FTE).
2. Determine the number of the above employees at the end of each pay period, calendar month, or quarter over the prior 12 months.
3. Total the number of employees from each period and divide this sum by the number of periods. If not using **months**, include a suitable attachment in place of the following with your application:

$$\begin{aligned} & \text{_____}(1) + \text{_____}(2) + \text{_____}(3) + \text{_____}(4) + \\ & \text{_____}(5) + \text{_____}(6) + \text{_____}(7) + \text{_____}(8) + \\ & \text{_____}(9) + \text{_____}(10) + \text{_____}(11) + \text{_____}(12) = \\ & \text{_____} \div 12 = \text{_____} \text{ *Average Annual Existing Jobs} \end{aligned}$$

4. If your Average Annual Existing Jobs\* (from number 3, above) is:
  - a) Five or more, multiply by 1.1, as follows:  
\* \_\_\_\_\_ × 1.1 = \_\_\_\_\_, **or**
  - b) Less than five, add one, as follows:  
\* \_\_\_\_\_ + 1 = \_\_\_\_\_.
5. Round the total from 4a or 4b to the nearest whole number (for example, 25.49 becomes 25 and 25.50 becomes 26). Your rounded figure is the level of employment required by April 1 of the first year of exemption.

For purposes of compliance, repeat steps 1–3 and 5 above for each year that qualified property is exempt.

**Special Issues Worksheet**

This worksheet is simply a checklist to guide you through certain issues that may need to be addressed as soon as possible. Check if the answer is “yes” or “maybe.”

- Will the requisite increase of enterprise zone employment be difficult to achieve, even with the new investment? Or could it be somewhat unapparent? In any case, work out verification options with local zone manager. Copies of unemployment insurance reports or other records should be kept on file to assure manager and assessor.
- If the number of jobs will likely not grow by 10 percent, do you want local waiver by resolution(s) adopted by zone sponsor with authorization? Waiver allowed if investment costs \$25 million or more, or with a 10 percent rise in productivity combined with workforce training fund.
- Do you anticipate any January 1 **work-in-progress** property? File by April 1 with the county assessor’s office using the *Application for Construction-in-Process Enterprise Zone Exemption* form (150-310-021). (Not available for centrally assessed/utility property.)
- Are you interested in publicly owned and otherwise available real estate that might exist in the zone and that an authorized business firm generally has a right to buy or lease if promptly developed for authorized use?

- Would you like to know about local incentives that city/county sponsor may offer to authorized businesses, such as fee waiver, regulatory expedition, and so forth?
- Will a qualified building be partially occupied by another business/tenant or used for ineligible operations? In such cases, work with the local zone manager to determine the units or proportion of space for the assessor to exempt.
- Would you like your enterprise zone employment to be combined with the job figure for (100 percent) commonly owned firm/corporation(s)? If so, attach a statement with the name of the other company(s). Without such election, even subsidiaries of the same parent corporation are treated as distinct business firms within an enterprise zone.
- Is investment pending the site’s inclusion in the zone? This application may be approved under such conditions, but make arrangements with the local zone manager to ensure that site work does not begin until on or after the effective date of the boundary change. (Same applies to designation of a new enterprise zone.)
- Is the enterprise zone terminated? This normally precludes authorization or qualification, but an already authorized/qualified firm can “grandfather” and may be authorized up to 10 years after the termination of the zone.