

**ECONOMIC DEVELOPMENT
AD VALOREM TAX EXEMPTION
APPLICATION**

FOR USE BY APPLICANTS APPLYING IN THE

**CITY OF NORTH PORT,
CITY OF SARASOTA,
CITY OF VENICE
AND
UNINCORPORATED SARASOTA COUNTY**

File two originals of this Application with each governmental entity from which you are seeking an economic development ad valorem tax exemption. Application is to be filed with appropriate governmental entity no later than February 1 of the year the exemption is desired to take effect.

GUIDELINES FOR ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTIONS

GENERAL INFORMATION

On August 24, 2010, pursuant to Article VII, Section 3 of the Florida Constitution and Section 196.1995, Florida Statutes, the voters of Sarasota County approved a referendum authorizing the governing bodies of unincorporated Sarasota County, the City of North Port, the City of Sarasota and the City of Venice to grant economic development ad valorem tax exemptions for qualifying new businesses and qualifying expansions of existing businesses. In order to be eligible for an economic development ad valorem tax exemption, a business must first meet the definition of either a new business or an expanding business as set forth below. If a business meets one of these definitions, it is eligible to file this application with the governmental entity(ies) from which it seeks an ad valorem tax exemption. For example, if the business is located in the City of Sarasota and the property owner seeks an ad valorem tax exemption from both the City and the County, the property owner must file two original applications with the City and two original applications with the County. After the governmental entity(ies) have reviewed the application(s) for completeness, the application, is submitted to the County Property Appraiser for review. The Property Appraiser then files a report with the issuing governmental entity(ies), after which a public hearing is scheduled during which the local governing body(ies) shall determine whether to adopt an ordinance granting the requested exemption. If an application is submitted to both the County and one of the municipalities, each governing body shall hold its own Public Hearing and make a separate determination as to whether to grant the requested exemption and, if so, for what percentage and what period of time.

A business cannot receive an exemption from school taxes or water management district taxes. Also a business must pay taxes that were voted by the voters of a city or county to pay for bond issues and other special tax levies authorized by the voters of a city or county.

The exemption applies only to improvements to real property and to tangible personal property. The exemption does not apply to land on which the new or expanding business is to be located.

The action taken by the local governing body exempts only the taxes that are levied by that governing body.

RESEARCH REFERENCES

Section 196.011 Annual application required for exemption:

(1)(a) Every person or organization who, on January 1, has the legal title to real or personal property, except inventory, which is eligible by law for exemption from taxation as a result of its ownership and use shall, on or before March 1 of each year, file an application for exemption with the County Property Appraiser, listing and describing the property for which exemption is claimed and certifying its ownership and use. The Department of Revenue shall prescribe the forms upon which the application is made. Failure to make application, when required, on or before March 1 of any year shall constitute a waiver of the exemption privilege for that year, except as provided in subsection 196.011(7) or subsection 196.011(8).

For purposes of this Application, unless otherwise indicated, the following definitions shall be used:

(m) "New business":

1. A business establishing ten (10) or more jobs to employ ten (10) or more full-time employees in the County/City which manufactures, processes, compounds, fabricates, or produces for sale items of tangible personal property at a fixed location and which comprises an industrial or manufacturing plant; or
2. A business establishing twenty-five (25) or more jobs to employ twenty-five (25) or more full-time employees in the County/City, the sales factor for which, as defined below, for the facility with respect to which it requests an economic development ad valorem tax exemption, is less than fifty (50%) percent inside the Metropolitan Statistical Area (City of Sarasota, City of Venice and Sarasota County applicants) [inside the State - City of North Port applicants] for each year the exemption is claimed; or
3. An office space in the County/City leased or owned and used by a corporation newly domiciled in the County/City; provided such office space houses fifty (50) or more full-time employees of such corporation; provided that such business or office first begins operation on a site clearly separate from any other commercial or industrial operation owned by the same business; or
4. Any business located in an enterprise zone (pursuant to Section 290.0065, Florida Statutes) and creating new full-time jobs in accordance with the business disciplines identified above; or
5. (For City of Sarasota Applicants only) Any business located in a Brownfield (pursuant to Section 376.79, Florida Statutes) and creating new full-time jobs in accordance with the business disciplines identified above.

(h) “Expansion of an existing business”:

1. A business establishing ten (10) or more jobs to employ ten (10) or more full-time employees in the County/City which manufactures, processes, compounds, fabricates, or produces for sale items of tangible personal property at a fixed location and which comprises an industrial or manufacturing plant; or
2. A business establishing twenty-five (25) or more jobs to employ twenty five (25) or more full-time employees in the County (City), the Sales Factor for which, as defined below, for the facility with respect to which it requests an economic development ad valorem tax exemption, is less than fifty (50%) percent inside the Metropolitan Statistical Area (City of Sarasota, City of Venice and Sarasota County applicants) [inside the State - City of North Port applicants] for each year the exemption is claimed; provided that such business increases operations on a site co-located with a commercial or industrial operation owned by the same business, resulting in a net increase in employment of not less than ten (10%) percent or an increase in productive output of not less than ten (10%) percent.

Sales Factor:

Sarasota County, City of Sarasota and the City of Venice: The sales factor is a fraction the numerator of which is the total sales of the taxpayer in the MSA during the taxable year or period and the denominator of which is the total sales of the taxpayer everywhere during the taxable year or period. “MSA” means “Metropolitan Statistical Area”. For purposes of this application, the “Metropolitan Statistical Area” includes Sarasota and Manatee counties; “total sales” means “those sales that are processed and shipped through the Facility’s doors located in Sarasota County; “Facility” and “taxpayer” mean “the business that is requesting an ad valorem tax exemption”.

City of North Port only: The sales factor is a fraction the numerator of which is the total sales of the taxpayer in the State during the taxable year or period and the denominator of which is the total sales of the taxpayer everywhere during the taxable year or period.

PROCEDURES FOR ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION

Any applicant requesting an Economic Development Ad Valorem Tax Exemption must first submit two (2) original applications with appropriate attachments and ten (10) copies of the completed application with attachments to each governmental entity from which it is requesting an Economic Development Ad Valorem Tax Exemption. The following are the specific locations for submittal:

For Sarasota County:

Sarasota County’s Office of Financial Planning
Attention: Chief Financial Planning Officer
1660 Ringling Boulevard, 2nd Floor
Sarasota, Florida, 34236

For City of North Port:

City of North Port Economic Development Office
Attention: Economic Development Manager
4970 City Hall Boulevard
North Port, Florida 34286

For City of Sarasota:

City of Sarasota Auditor & Clerk
1565 First Street
Sarasota, Florida 34236
Attention: City Auditor & Clerk

For City of Venice:

City of Venice Clerk
401 West Venice Avenue
Venice, Florida 34285
Attention: City Clerk

Upon submittal of the application, the County Administrator/City Manager or designee shall review, and within ten (10) days of submission, notify the applicant of any facial deficiencies.

Before any governing body takes action on the application, a copy shall be delivered to the Property Appraiser for review. After careful consideration of the application, the Property Appraiser shall provide a report to the respective governing body(ies) within fifteen (15) days of receipt of the application.

Complete applications shall be scheduled for a public hearing before the respective governing body(ies) no later than 45 days following receipt of a complete application. Applicant will be notified of the date and time of each public hearing. If the application is filed in both the County and a municipality, a separate public hearing will be scheduled for each governing body.

In making its determination as to whether to grant the Exemption, and, if granted, the duration and percentage of the Exemption, the governing body(ies) shall apply the following Economic Development Policy Guidelines which include the following factors:

- 1) Number of current and projected employees of the Business located in the County/City
- 2) Average Wage of Employees of the Business located in the County/City
- 3) Amount of Capital Investment
- 4) Innovative Business
- 5) Commitment to Local Procurement
- 6) Net positive contribution to the local economy
- 7) Sales factor as applied to Enterprise Zones (Sarasota County only)
- 8) Location in an Enterprise Zone or Brownfield (City of Sarasota only)

In addition to the above factors, each governing body may consider, in its sole discretion, any such other activity or factor that promotes the sustainability of Economic Development within the respective jurisdiction.

After considering the application, the Property Appraiser's report, the above Policy Guidelines, and such other information as it deems relevant, each governing body may choose to adopt an ordinance granting the Exemption to the Applicant for up to 100 percent of the assessed value of the qualifying property for up to 10 years.

A business will be required to enter into an agreement with each entity granting an exemption stating that the Business will satisfy the Business Maintenance and Continued Performance Conditions set forth in this Application.

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OFFICIAL USE ONLY

Application #: _____

Date Received: _____

ECONOMIC DEVELOPMENT AD VALOREM PROPERTY TAX EXEMPTION
Chapter 196.1995, Florida Statutes

NOTICE: Application is to be filed with appropriate governmental entity no later than February 1 of the year the exemption is desired to take effect.

An applicant applying for an exemption on Tangible Personal Property must fill out and submit the **Florida Department of Revenue Form DR-405 (Tangible Personal Property Tax Return)**. Refer to Item 12 below.

SECTION 1 – BUSINESS NAME AND MAILING ADDRESS

Name of Business:

Type of Business: Sole Proprietorship Partnership Corporation Other (explain)

Current Business Mailing Address:

Phone:

Fax:

SECTION 2 – PROPERTY OWNER

Full Legal Name of the Owner of this Business:

Title:

Phone:

Fax:

Email Address:

SECTION 3 – CONTACT PERSON

Contact Person for this Application:

Title:

Phone:

Fax:

Email Address:

SECTION 4 – EXACT LOCATION OF BUSINESS FOR WHICH EXEMPTION IS SOUGHT

Legal description of property for which this application is filed:

Property Parcel Identification Number(s):

Tangible Personal Property Identification Number(s):

Street Address of this property:

Located:

Unincorporated County City of Sarasota City of Venice City of North Port Town of Long Boat Key:

If located within one of the municipalities listed above, is an application for exemption also being filed separately with that municipality? Yes No

SECTION 5 – COMMENCEMENT OF OPERATIONS

Date you began, or will begin, business activities at this facility:

SECTION 6 – NEW OR EXPANSION OF EXISTING BUSINESS

Do you desire exemption as:

New Business: Expansion of an Existing Business:

If expansion, explain purpose of expansion:

SECTION 7 – REAL AND/OR TANGIBLE PERSONAL PROPERTY

Business is/will be located in the City of Sarasota Community Redevelopment Area: Yes No

Note: If yes, pursuant to Section 38-236 (f) of the County Code, applicant is eligible to receive only a tangible personal property tax exemption through December 31, 2016. After that date, applicant is eligible to receive a real property tax exemption, a tangible personal property tax exemption or both.

Do you desire an exemption for:

Real Property: Tangible Personal Property: Estimated Value:

SECTION 8 – TYPE OF BUSINESS

Describe the type or nature of your business:

SECTION 9 – TRADE LEVEL

Check as many as apply below. Identify industry cluster (if applicable):

Wholesale: Manufacturing: Professional: Service: Office:

Other (explain):

SECTION 10 – LENGTH AND AMOUNT OF EXEMPTION

Note: Applicant may request the exemption for up to 10 years and up to 100% of the assessed value of all qualifying improvements to real property and of all qualifying tangible personal property – no exemption shall be granted for land. Length and amount of exemption approved is at the sole discretion of the respective governing body(ies)

Total number of years that applicant requests exemption:

Total amount of exemption that applicant requests: %

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SECTION 11 – REAL PROPERTY

Description of improvements to real property for which exemption is requested:

Anticipated date of commencement of construction of improvements:

Note: Improvements to real property must be made on or after the day the ordinance granting the exemption is adopted.

Anticipated date of completion:

SECTION 12 – TANGIBLE PERSONAL PROPERTY

Provide a description of tangible personal property for which an exemption is requested and date when property is to be purchased.

Note: Tangible personal property must be added or increased on or after the day the ordinance granting the exemption is adopted.

| DESCRIPTION OF ITEM | AGE | DATE OF PURCHASE | INSTALLATION DATE | ORIGINAL INSTALLED COST | TAXPAYER'S ESTIMATE OF CONDITION | | | TAXPAYER'S ESTIMATE OF FAIR MARKET VALUE | APPRAISER'S USE ONLY | |
|---------------------|-----|------------------|-------------------|-------------------------|----------------------------------|-----|------|--|----------------------|--|
| | | | | | GOOD | AVG | POOR | | CONDITION | |
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Any additional personal property not listed above for which an exemption is claimed must be provided on form DR-405 "Tangible Personal Property Tax Return" and a copy attached to this form.

SECTION 13 – NEW JOBS

The applicant must enclose current payroll roster as of January 1st of the year the exemption is being sought. Provide hire dates and job titles; omit employee names and social security numbers of employees.

New business:

Total number of full-time jobs as of January 1st:

Total number of jobs to be created and maintained for first five years after exemption is granted:

Please distinguish jobs by categories: full-time management/ full-time non-management/seasonal

List Number of Full-Time Management Jobs

Year One: Jobs:
Year Two: Jobs:
Year Three: Jobs:
Year Four: Jobs:
Year Five: Jobs:

List Number of Full-Time Non-management Jobs

Year One: Jobs:
Year Two: Jobs:
Year Three: Jobs:
Year Four: Jobs:
Year Five: Jobs:

List Number of Seasonal Jobs

Year One: Jobs:
Year Two: Jobs:
Year Three: Jobs:
Year Four: Jobs:
Year Five: Jobs:

Expansion of an existing business:

Total number of full-time jobs prior to expansion:

Total number of jobs to be created and maintained for first five years after exemption is granted:

Please distinguish jobs by categories: full-time management/full-time non-management/seasonal

List Number of Full-Time Management Jobs

Year One: Jobs:
Year Two: Jobs:
Year Three: Jobs:
Year Four: Jobs:
Year Five: Jobs:

List Number of Full-Time Non-management Jobs

Year One: Jobs:
Year Two: Jobs:
Year Three: Jobs:
Year Four: Jobs:
Year Five: Jobs:

List Number of Seasonal Jobs

Year One: Jobs:
Year Two: Jobs:
Year Three: Jobs:
Year Four: Jobs:
Year Five: Jobs:

Job Creation Timeframe: Anticipated date by which all new full-time jobs will be filled:

If there are any plans for new products and/or services involving the facility in County/City, provide a description:

Sustainability element: *(Please describe any environmentally friendly policies or practices your company has adopted)*

Commitment to green building/practices:

Who do you anticipate to be your strongest local competitors?

National/state recognition: *(Please list any awards and/or acknowledgements your business has received, or recognized articles that reference your business.)*

Please include any such other information that can be demonstrated in a satisfactory fashion to the respective governing body(ies) to promote economic development within the County/City:

SECTION 18 – INCENTIVE

Relocation or expansion would occur without the exemption: Yes No

If no, please explain why:

BUSINESS MAINTENANCE AND CONTINUING PERFORMANCE:
EVIDENCE OF SATISFACTION OF INFORMATION PROVIDED IN SECTIONS 5, 11-17 OF THIS APPLICATION
MUST BE PROVIDED IN THE ANNUAL REPORT TO MAINTAIN THE AD VALOREM TAX EXEMPTION.

Remainder of this page is intentionally left blank

DATE OF APPLICATION:

I hereby request the adoption of an ordinance granting an economic development ad valorem tax exemption on the above property. In addition to the information included herein (including attachments, if any), I agree to furnish such other information as the respective governing body(ies) or the Property Appraiser may request in regard to the exemption requested herein. I hereby certify that the information and valuation stated above by me is true, correct and complete to the best of my knowledge and belief, including any attached statements, schedules, etc. (If prepared by someone other than the owner, the owner's declaration is based on all information of which he/she has any knowledge.)

Owner Name and Title:

Signature:

Type or Print Name:

Date:

PREPARER/AUTHORIZED AGENT – Name and Address:

Telephone:

Fax:

E-mail:

Signature:

Type or Print Name:

Date:

State of Florida

County of Sarasota

On this, the _____ day of _____, 20____, before me a notary public, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposed therein contained.

In witness hereof, I hereunto set my hand and official seal.

Notary Public

(Stamp/Seal)

PROPERTY APPRAISER'S USE ONLY

Total revenue available to the County/City for the current fiscal year from ad valorem tax sources: \$

Revenue lost to the County/City for the current fiscal year by virtue of exemptions previously granted under this section:
\$

Estimate of the revenue which would be lost to the county or municipality during the current fiscal year if the exemption applied for were granted and the property for which the exemption is requested would otherwise have been subject to taxation:
\$

Estimate of the taxable value lost to the county or municipality if the exemption applied for was granted:
Improvements to real property: \$ Personal Property: \$

I have determined that the property listed above meets the definition, as defined by Section 196.012(15) or (16), Florida Statutes, as a:

New Business Expansion of an Existing Business Neither

Last year for which exemption may be applied:

Signature, Property Appraiser:

Date:

**ECONOMIC DEVELOPMENT
AD VALOREM TAX EXEMPTION
ANNUAL REPORT**

**FOR USE BY PARTIES RECEIVING
ECONOMIC DEVELOPMENT AD VALOREM TAX
EXEMPTIONS GRANTED FROM THE**

**CITY OF NORTH PORT,
CITY OF SARASOTA,
CITY OF VENICE
AND/OR
UNINCORPORATED SARASOTA COUNTY**

The recipient of an economic development ad valorem tax exemption shall complete and submit this report to each governmental entity from whom you have been granted an exemption on or before February 1st of each year for which the exemption is in effect.

The recipient of an economic development ad valorem tax exemption shall complete and submit this report to each governmental entity from whom you have been granted an exemption on or before February 1st of each year for which the exemption is in effect.

The following are the specific locations for submittal:

For Sarasota County:

Sarasota County's Office of Financial Planning
Attention: Chief Financial Planning Officer
1660 Ringling Boulevard, 2nd Floor
Sarasota, Florida, 34236

For City of North Port:

City of North Port Economic Development Office
Attention: Economic Development Manager
4970 City Hall Boulevard
North Port, Florida 34286

For City of Sarasota:

City of Sarasota Auditor & Clerk
1565 First Street
Sarasota, Florida 34236
Attention: City Auditor & Clerk

For City of Venice:

City of Venice Clerk
401 West Venice Avenue
Venice, Florida 34285
Attention: City Clerk

OFFICIAL USE ONLY

Report #: _____

Date Received: _____

FOR EXEMPTION PERIOD: January 1, _____ to December 31, _____

SECTION 1 – BUSINESS NAME AND MAILING ADDRESS

Business Mailing Address:

Phone:

Fax:

SECTION 2 – PROPERTY OWNER

Full Legal Name of the Owner of this Business:

Title:

Phone:

Fax:

Email Address:

SECTION 3 – EXACT LOCATION OF BUSINESS

Legal description of property for which this application is filed:

Property Parcel Identification Number(s):

Tangible Personal Property Identification Number(s):

Street Address of this property:

SECTION 4 – COMMENCEMENT OF OPERATIONS

Date you began business activities at this facility:

SECTION 5 – REAL PROPERTY

Description of improvements to real property for which exemption was received:

Date of commencement of construction of improvements:

SECTION 10 – JOBS AND AVERAGE ANNUAL WAGES

Please complete the table below:

You are required to attach a current payroll roster as of January 1st to include employee payroll for January 1st through December 31st of prior year. Omit names and social security numbers of employees.

| Original "Existing Jobs" (Prior to Exemption): | FULL-TIME JOBS | | | | SEASONAL JOBS | |
|--|-----------------|------------------|---------------------|------------------|---------------|------------------|
| | # of Mgmt. Jobs | Avg. Annual Wage | # of Non-mgmt. Jobs | Avg. Annual Wage | # of Jobs | Avg. Annual Wage |
| List "New Jobs" Below (Created since Exemption and distinguish between Mgmt. and Non-Mgmt.): | Mgmt. Hire Date | Avg. Annual Wage | Non-mgmt. Hire Date | Avg. Annual Wage | Hire Date | Avg. Annual Wage |
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Net increase in full-time employees since exemption was granted: management _____ non-management _____
 Percentage increase in full-time employees since exemption was granted: management _____%; non-management _____%
 Net increase in seasonal employees since exemption was granted: _____
 Percentage increase in seasonal employees since exemption was granted: _____%

SECTION 11 – SALES FACTOR

SARASOTA COUNTY, CITY OF SARASOTA AND CITY OF VENICE ONLY:
 Total sales in the Metropolitan Statistical Area ending December 31st of prior year from this facility: \$
 Total sales everywhere for this facility: \$
 Sales factor for the facility receiving exemption: _____ %
 Percentage increase in productive output resulting from this expansion since year exemption was granted:
CITY OF NORTH PORT ONLY:
 Total sales in the State of Florida ending December 31st of prior year from this facility: \$
 Total sales everywhere for this facility: \$
 Sales factor for the facility receiving exemption: _____ %

SECTION 12 – COUNTY/CITY OFFICE SPACE – for use by corporation newly located in the County/City

The date of location in County/City:

Number of full-time employees at the time of the application:

Number of current full-time employees at this location:

SECTION 13 – DATE OF ANNUAL REPORT

I agree to furnish such other information as the governing body or Property Appraiser may request in regard to the economic development ad valorem tax exemption granted. I hereby certify that the information and valuation stated above by me is true, correct and complete to the best of my knowledge and belief, including any attached statements, schedules, etc. (If prepared by someone other than the owner, his declaration is based on all information of which he has any knowledge.)

Owner Name and Title:

Signature:

Type or Print Name:

Date:

PREPARER/AUTHORIZED AGENT – Name and Address:

Telephone:

Fax:

E-mail:

Signature:

Type or Print Name:

Date:

State of Florida

County of Sarasota

On this, the _____day of _____, 20____, before me a notary public, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposed therein contained.

In witness hereof, I hereunto set my hand and official seal.

Notary Public

(Stamp/Seal)