

**Application for Maryland State Enterprise Zone Certification in  
The City of Frederick**

This application will determine whether your business, property, or developer is eligible for Maryland Enterprise Zone tax credits. If determined to be eligible, you will receive a letter from the Enterprise Zone Administrator indicating which tax credit(s) you are eligible to receive.

Applying For:

Income Tax Credit \_\_\_\_\_

Real Property Tax Credit \_\_\_\_\_

Personal Property Tax Credit (Applies only to Focus Area Zones) \_\_\_\_\_

**This Section is to be filled by Local Zone Administrators Only**

- To be eligible, an applicant must answer all questions in Sections A and B
- If applying for the "Property" tax credit, please complete Section C
- If applying for the "Employment (income)" tax credit, please complete Section D
- If the account is located in Focus Area and you are applying for the "Personal Property" tax credit, please complete Section E

**Section A: Applicant Information**

Name of Business / Developer applying for Enterprise Zone credits:

\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Section B: Enterprise Zone Property Information**

Enterprise Zone Property Address: \_\_\_\_\_

Property Tax Account Number: \_\_\_\_\_

Property Ownership: \_\_\_\_\_

Lease: \_\_\_\_\_ Own: \_\_\_\_\_

**Section C: Enterprise Zone Property Improvements Information**

To be eligible for Enterprise Zone property tax credits, the application must be submitted prior to the project completion date and issuance of User/Occupancy Permits. If the developer or company making property improvements is applying on behalf of the property owner, the property owner must concur with the application by co-signing below. The property tax credits are automatically applied to the property tax bill (i.e., directly awarded to the property owner only). If you are not applying for the property tax credit, this section may be left blank.

Owner of the Real Property: \_\_\_\_\_

Mailing address of property owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Anticipated Project Completion Date: \_\_\_\_\_

Briefly describe capital improvements plans: \_\_\_\_\_

\_\_\_\_\_

**Type of Construction and Costs**

Cost of building(s) & land (acquisition): \$ \_\_\_\_\_

New Construction: \$ \_\_\_\_\_

Rehabilitation: \$ \_\_\_\_\_

Cost of new machinery & equipment\*: \$ \_\_\_\_\_

I agree as a condition of certification to provide all data required by the Enterprise Zone Administrator as requested.

Name of Applicant: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Cost of new machinery & equipment is not a part of real property assessment.

**Section D: Enterprise Zone Employment Tax Credit Information**

To be eligible of Enterprise Zone employment tax credits, please complete the following section. Employment tax credits to be applied against State income tax liabilities are available for certain new employees hired in the Enterprise Zone. The requirements for qualified employees can be found on Maryland Department of Commerce Website: <http://commerce.maryland.gov/fund/programs-for-businesses/enterprise-zone-tax-credit>. If you are not applying for the employment tax credit, this section may be left blank.

Federal Employer Identification Number (EFIN): \_\_\_\_\_

Unemployment Insurance #: \_\_\_\_\_ NAICS Code (if available): \_\_\_\_\_

Type of Business (i.e., restaurant, retail, financial services, etc.): \_\_\_\_\_

Is business located in the Enterprise Zone now?            Yes \_\_\_\_            No \_\_\_\_

    If yes, since what year: \_\_\_\_\_

Is the business relocation from another place?            Yes \_\_\_\_            No \_\_\_\_

    If yes, where was the previous location?: \_\_\_\_\_

Is the business a new, start-up?                                Yes \_\_\_\_            No \_\_\_\_

Did the Enterprise Zone benefits affect your decision to locate at this address? Yes \_\_\_\_ No \_\_\_\_

    If yes, please explain how the Enterprise Zone benefits will assist your business. :

\_\_\_\_\_

Number of existing employees: \_\_\_\_\_

If you are new to the Enterprise Zone, please provide the number of employees before relocating or locating in the Enterprise Zone: \_\_\_\_\_

If you were already located in the Enterprise Zone, please provide the number of employees as of date of this application in the Enterprise Zone: \_\_\_\_\_

Number of new full-time jobs to be created in the Enterprise Zone in the next 12 months: \_\_\_\_\_

Number of new part-time jobs to be created in the Enterprise Zone in the next 12 months: \_\_\_\_\_

I agree as a condition of certification to provide all data required by the Enterprise Zone Administrator as requested.

Name of Applicant: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_