



2014

Dear Business Owner:

Thank you for your interest in *the Washington County Pad-Ready Site Commercial Stimulus Program*. This program is a valued part of our local business incentive package and will be integral in spurring economic growth in Washington County.

The Board of County Commissioners of Washington County, Maryland (BCC) adopted the "Pad-Ready" Commercial Stimulus Program on October 25, 2011 and updated in November 2012

The program is designed to encourage developers/builders to bring undeveloped land to a shovel-ready state, but is also intended for sites with existing buildings in need of redevelopment. Under the program, undeveloped parcels of land, demolitions, renovations and expansions of existing buildings qualify for the incentives. This program will be available for a 3-year period beginning November 6, 2012

The Pad-Ready program applies only to sites with Commercial, Industrial or Industrial-Flex County zoning. At this time the program is not available to retail oriented projects. ***Properties located within an Enterprise Zone are not eligible to participate in this program.***

Qualifying projects are entitled to priority plan review by the Washington County Development Advisory Committee, deferral of County site-plan application and review fees, and a real-estate tax credit issuance once buildings are constructed and occupied. The tax credit is to be 0.4 of a percent (.004%) of the construction cost of the new improvement as determined by this office and will apply for 3 consecutive years.

In order for the Washington County Department of Business Development (DBD) to determine your eligibility to participate in this program, please complete and return the attached application prior to submitting site plans to the Division of Plan Review and Permitting for approval. Your application will be reviewed promptly.

All questions and correspondence regarding the Pad-Ready Site Commercial Stimulus Program should be directed to the offices of the DBD at 240-313-2280.

Again, thank you for your interest in this program, and best wishes in all your endeavors.

Sincerely,

Terry L. Baker, President
Washington County Board of County Commissioners

Pad-Ready Site Commercial Stimulus Program Application

For Application Processing Purposes, You Must Complete ALL Questions Below:

Name of Applicant/Owner: _____

Contact Person: _____

Mailing Address: _____

Telephone Number: _____

Facsimile Number: _____ E-mail Address: _____

Signature of Person Completing Form: _____ Date: _____

Printed Name/Title _____

Property Information

Address of Property or Tax Map and Parcel Number _____

Current Zoning Designation: _____

Name of Property Owner: _____

Address of Property Owner (if different than above): _____

Property Tax District Number (two digits): _____ / Property Tax Account Number (six digits): _____

Please check appropriate:

- Pad-Ready/Site work
- New Construction
- Renovation/Expansion
- Demolition

Project Starting Date: _____ Expected Completion Date: _____

Brief Description of project: _____

Please submit application to:

Washington County Department of Business Development
100 West Washington Street, Suite 1401
Hagerstown, MD 21740-4710

For more information or if you have questions, please call: 240-313-2280

Policy Administration

The **Washington County Department of Business Development (DBD)** is responsible for administering the *Washington County Pad-Ready Site Commercial Stimulus Program*.

The following are the specific actions required to be completed, reviewed and monitored over the course of the three (3) year property tax credit to an approved property owner.

Application/Approval

An application must be completed and submitted to the DBD by the property owner/developer or their designated representative prior to submitting site plans to the Division of Plan Review and Permitting for approval. All required information must be supplied prior to issuance of the letter approving participation in the Program.

After review and acceptance into the Program, the DBD will:

1. Issue a letter to the applicant advising them of approval.
2. Advise the following County Staff
 - County Administrator
 - Director, Division of Plan Review and Permitting
 - Director, Division of Budget and Finance
 - County Treasurer
3. Maintain information until closeout of project.

Administration/Tracking

The DBD will be responsible for tracking the project through the plan review and approval process, construction and cost documentation.

The DBD will:

1. Contact applicant to review project.
2. Attend all DAC review meetings associated with the project.
3. Facilitate assistance as needed to ensure the project moves through the approval process in a timely manner.
4. Obtain information on all deferred fees and maintain documentation.
5. Maintain updates.
6. Issues notice of completion to the above.

Project Cost Information

Once notice of completion has been received from the Division of Plan Review and Permitting, the DBD will obtain construction cost for the following:

Site Preparation (materials will be maintained in project file):

1. Obtain certified documentation for design/engineering costs, studies or any other costs associated with the design.
2. Obtain certified documentation of costs for contracted general contractor, subcontractors or self-performed construction services.

Building Construction:

1. Obtain certified documentation of costs for architectural/engineering design professional services.
2. Obtain certified documentation of costs for general contractor, subcontractors or self-performed construction services.
3. Obtain a copy of the Use and Occupancy Permit from the Division of Plan Review and Permitting.

Property Tax Credit Activation:

The DBD will maintain all construction cost documentation relating to the Project; and take the following actions:

1. Calculate the tax credit based on four-tenths percent (.004) of the total construction costs.
2. Advise the Division of Budget and Finance and County Treasurer's Office of the project's completion and amount of tax credit to be applied to property for the programs three (3) year duration.
3. Prepare a letter to property owner advising them of the tax credit amount.

Tax Credit Monitoring

Monitoring the tax credit will be performed by the DBD by soliciting a report from the County Treasurer each year for the duration of the credit.