

DEADLINES & INFORMATION REQUIRED FOR FILING TAX ABATEMENT APPLICATIONS & ABATEMENT REQUESTS THAT REQUIRE EDC ACTION

rev 4/26/13

The information below must be submitted to the Director of Development twenty (20) days prior to the Economic Development Commission's (EDC) monthly meeting date for action at that month's EDC meeting. If your request does not require a favorable recommendation from the EDC, then the same information is required twenty (20) days prior to the date of the first Council meeting for action by the City Council. Property must already be a subdivided lot of record or have received tentative plan approval from the Hobart Plan Commission for such required subdivision. Once all the information below is received, the proposal will be routed to City Department Heads for review and comment. After their comments are received, the application will be sent next to the Economic Development Commission (or the City Council if EDC action is not required) for their review and action at their regular monthly meeting. For those applications that require EDC action, once a favorable recommendation is received from the EDC the application can proceed to the City Council (provided preliminary plat approval has been granted by the Plan Commission if this step is necessary). The City Council must take two actions on the matter and these are generally one month apart. The second action is after a public hearing is held. **The entire process takes about two to three months to complete.** You can not start construction until abatement has been approved by the City Council. You are responsible for filing the required deduction form for the abatement with the County Auditor and you must annually document compliance with Statement of Benefits during each abatement year.

SUBMIT THE FOLLOWING TWENTY (20) DAYS PRIOR TO EITHER THE EDC MEETING DATE (fourth Tuesday of each month at 7 pm) (for those requests that require EDC action) OR THE CITY COUNCIL MEETING DATE (first and third Wednesday of each month at 6 pm). All documents need to be 8.5" x 11" in size and in black and white. Submit one original and three copies.

Proof of Ownership or Contingent Purchase Agreement

EDC Application with City assigned address (ask Engineering Office for address, if not known) (submit this application only if EDC action required)

Council Application

Legal Description of Property

Plat of Lot or Map of Property's Location

Site Plan showing location of the improvements planned

Statement of Benefits including estimate of new assessed valuation from Township Assessor

Receipt showing proof of Application Fee payment

Plans and Elevations from structure proposed for real tax abatement and/or

List of Equipment and Cost for personal property abatement (list each eligible type separately- New Manufacturing; New Research & Development; New Logistical Distribution; and New Information Technology. New refers to never having been used for any purpose in Indiana so equipment used in another state qualifies as new to Indiana.)

Acknowledgement of Compliance with policies and fees

Staff will submit copies of the Declaratory Resolution, Ordinance (if applicable), Confirmatory Resolution and Council Application for City Council action once a favorable recommendation is received from the EDC.

Petitioner is required to be present at EDC meeting (if applicable) and both City Council meetings.

The below types of applications for tax abatement require action by the EDC in the form of a favorable recommendation to declare an Economic Development Target Area prior to City Council action as per IC 6-1.1-12.1-3. The City Council must also pass an ordinance creating the Economic Development Target Area in order for the abatement for these types of petitions to be approved.

Private or commercial golf courses

Country club

Massage parlor

Tennis club

Skating facility (including roller skating, skateboarding, or ice skating)

Racquet sport facility (including any handball or racquetball court)

Hot tub facility

Suntan facility

Racetrack

Any facility the primary purpose of which is:

retail food and beverage service, automobile sales or service, or other retail

Residential, unless:

the facility is a multifamily facility that contains at least twenty percent (20%) of the units available for use by low and moderate income individuals, or the area is designated as a residentially distressed area

A package liquor store that holds a liquor dealer's permit under IC 7.1-3-10 or any other entity that is required to operate under a license issued under IC 7.1 This subdivision does apply to an applicant that was eligible for tax abatement under this chapter before July 1, 1995, is described in IC 7.1-5-7-11, or operates a facility under a beer wholesaler's permit under IC 7.1-3-3; a liquor wholesaler's permit under IC 7.1-3-8; or a wine wholesaler's permit under IC 7.1-3-13 for which the applicant claims a deduction under this chapter.