



## Business Tax Incentive Application

Thank you for considering East Hampton as a place to start your business. East Hampton is a community of approx. 13,000 residents living in approximately 36.7 square miles. Our community offers numerous natural attractions including the largest natural lake in the state, the Salmon River, the Connecticut River, the airline trail and numerous state forests. East Hampton is a great place to work and live.

East Hampton is working on promoting smart business growth within our community. As a result, in 2013 the Town Council unanimously passed the Business Incentive Ordinance Chapter 278 Article IX into law. This piece of legislation provides a scoring rubric for new businesses and depending on the score received the business can receive a deferral on their assessment in an effort to ease a new businesses' tax burden.

Process:

1. **Complete an application:** To file an application for a Business Tax Incentive the owner of the business must fill out an application. Applications can be retrieved from the Town Manager's office or online at [www.easthamptonct.gov](http://www.easthamptonct.gov)
2. **Application Submission:** Once the application is complete it must be turned into the Town Clerk's office in duplicate so that it is officially recorded. The Clerk will pass along a copy of the application to the Economic Development Commission and notify the Town Council within 10 days of the submission.
3. **EDC Review:** The Economic Development Commission will review your application with 45 days of receipt and make a report of findings to the Town council within another 30 days. During this review they will also score your application using the 10 scoring criteria. You may be asked to attend this meeting to provide additional information.
4. **Town Council review:** If the Town Council reviews the EDC report and approves it then the applicant and Town Manger will enter into a written agreement that will document the terms and conditions of the tax abatement.
5. **Agreement approval:** The final agreement between Town Manager and Applicant must be approved by the Town Council.



## Business Incentive Program Application

Name: \_\_\_\_\_

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

Name of Business: \_\_\_\_\_

Location for Business: \_\_\_\_\_

Is the location a Brownfield as designated by the East Hampton Brownfields Agency: Yes/ No

Is the location currently a vacant building: Yes/ No

How many FTE will the business employ: \_\_\_\_\_

Please provide a narrative about this business, the services it will provide, the people it will employ and the benefits to East Hampton.

What additional services may be required by the Town:

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Do you plan to use sustainable / green building practices: Yes/ No

If Yes please describe:

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What is the estimated dollar amount you plan to invest in the build out and development of this business: \_\_\_\_\_



## Public Official Contact List

### **Michael Maniscalco, Town Manager**

The Town Manager is in charge of the day to day activities in the Town. He is responsible to the Town Council and provides them information and recommendations for their meetings.

Phone: 860-267-4468

Email: [mmaniscalco@easthamptonct.gov](mailto:mmaniscalco@easthamptonct.gov)

### **Terry Dinnean, Tax Assessor**

The Tax Assessor manages the evaluation of personal property for taxation. It is also the job of the Assessor to maintain property cards on all taxed properties in the community.

Phone: 860-267-2510

Email: [tdinnean@easthamptonct.gov](mailto:tdinnean@easthamptonct.gov)

### **Building Planning Zoning Administrator**

It is the job of the Administrator to oversee all demo and building permits. He maintains an inspector to review work and provides guidance to contractors who need to go through the permitting process.

Phone: 860-267-9601

Email:

### **Sandra Wieleba, Town Clerk**

It is the job of the Clerk to maintain all records and provide additional information to Citizens. Some permit applications may also be sought in the Clerk's office.

Phone: 860-267-2519

Email: [swieleba@easthamptonct.gov](mailto:swieleba@easthamptonct.gov)

### **Rich Klotzbier, Fire Marshal**

The Fire Marshal is required to review building and renovation plans to ensure fire safety. It is also the responsibility of the Marshal to conduct inspections of local businesses.

Phone: 860-267-0088

Email: [rklotzbier@easthamptonct.gov](mailto:rklotzbier@easthamptonct.gov)