

# POLK COUNTY ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION



## GUIDELINES AND APPLICATION

The **Polk County Economic Development Ad Valorem Tax Exemption** (“**Exemption**”) is an exemption of taxes to encourage quality job growth in targeted high value added businesses. The exemption was implemented to support economic growth and enhance the county’s ability to be competitive. The Exemption was designed to encourage new business development and retain local business with planned expansions.

**ELIGIBILITY: The company must satisfy one (1) of the following three (3) criteria:**

1. Create at least 10 net, new full-time jobs and satisfy at least one of the following:
  - a. Be a Qualified Target Industry (QTI) as defined by Enterprise Florida; or
  - b. Principally engage in manufacturing for sale items of tangible personal property at a fixed location which comprises an industrial or manufacturing plant; **OR**
2. Create at least 25 net, new full-time jobs and have a sales factor, as defined by Section 22.15(5), Florida Statutes, for the facility with respect to which it requests the exemption less than 0.50 for each year the exemption is claimed; **OR**
3. Create at least 50 net, new full-time jobs at an office space owned and used by the company newly domiciled in Florida, first beginning operations on a site clearly separate from any other commercial or industrial operation owned by the same business or organization.

# POLK COUNTY ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION

**In addition, the company must:**

1. Pay an average annual wage that is at least 115% of Polk County's average annual wage (average annual wage includes overtime and bonus; benefits not included); 115% of the average annual wage is \$49,870 or \$23.98 per hour (2021).  
*\*Alternatively, if the company's primary Industry Sector is manufacturing, or the project will be located in a brownfield area designated under Section 376.80, Florida Statutes, then the average annual wage paid must be at least 100%, but may be less than 115%, of Polk County's average annual wage. The average annual wage is \$43,365 or \$20.85 per hour (2021). The average annual wage changes annually, January 1<sup>st</sup>; **AND***
2. Invest a combined minimum of \$5 million in building(s) (real) and equipment (tangible).

Please note that improvements to real property, or the purchase and placement of equipment, made before an exemption is granted by ordinance adopted by the BoCC will not be eligible for exemption.

## APPLICATION PROCESS

- Submit completed applications to Central Florida Development Council or to the Budget and Management Services Director, Polk County Administration Building, 330 West Church Street, Bartow, FL 33831, or mail to Polk County Board of County Commissioners, P. O. Box 9005, Drawer CA01, Bartow, FL 33831-9005, Attention: Budget and Management Services Director.
- The application must include a letter of recommendation from the Central Florida Development Council or your local economic development council.

## **POLK COUNTY ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION**

- The Polk County Budget and Management Services Division will review the application for completeness and will promptly deliver a copy to the Polk County Property Appraiser for review. Once the Property Appraiser's Office has reviewed the application, they will provide a report to the County Manager, Board of County Commissioners (BoCC).
- A Public Hearing will be scheduled before the BoCC no later than 45 days upon receipt of the Property Appraiser's report.
- No fees will be charged for processing the application or an exemption ordinance adopted by the BoCC.

In accordance with Polk County Ordinance No. 2013-17, as amended (2014-036, 15-064, 16-026, and 20-014), and Florida Statutes, the following information is required:

1. Complete and submit the Department of Revenue Economic Development Ad Valorem Property Tax Exemption Form (DR-418).
2. Attach a copy of Enterprise Florida's General Project Overview (GPO) or AVTE application along with all necessary documentation showing eligibility for an exemption.
3. Provide a letter of recommendation for the project from your local economic development council office.
4. The applicant agrees to submit to an annual audit and provide an annual renewal statement and an annual report to the Program Administrator on or before March 1 of each year in which the exemption is granted.

# **POLK COUNTY ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION**

## **APPROVAL PROCESS**

- The Polk County Board of County Commissioners (BoCC) has final approval of all projects.
- The Property Appraiser's Office and the BoCC will make every effort to expedite the process to meet the applicant's schedule and will take no more than 45 days to evaluate a completed application.
- In making its determination as to whether to grant an exemption, the BoCC will apply the exemption criteria, provided that the BoCC in its sole and absolute discretion may deviate from the exemption criteria when considering applications from high value business that is in the best interest of Polk County.

# POLK COUNTY ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION



## **LEGAL DISCLAIMER:**

The undersigned person hereby affirms that all information is true to the best of their knowledge.

Name:

Date:

Title:

Company:

Signature:

## **DEFINITIONS:**

**Full Time Employee:** A full-time employee means a person who is employed by a business that works at least 35 hours per week and is eligible to receive benefits including health benefits, through their employer, subject to any eligible vesting periods.

## **COMPANY INFORMATION:**

1. Legal name of applicant:
2. Primary contact for Applicant:

Name:

# POLK COUNTY ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION

Title:

Telephone:

Email:

Address:

3. Total number of full-time employees:
4. What type of legal entity is the applicant?

## **PROJECT OVERVIEW:**

5. Company is new to Florida?      Yes              No
6. Company is existing business creating or retaining jobs?      Yes              No
7. How many employees of the parent company will be transferred to Polk County from other locations and will be employed full-time?
8. Describe the project (use additional pages if necessary):

# **POLK COUNTY ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION**

9. What is the commencement date of the project?

10. What are the primary job functions and associated wages?

Job Function/Wage:

11. Proposed permanent location for project?

12. Is project a Qualified Target Industry for the State of Florida?    Yes            No

13. If yes, what Industry Sector?

## **JOB AND WAGES**

14. How many new to Polk County full-time jobs are projected to be created?

15. If project is an expansion, how many full-time jobs that would have otherwise moved to another County or State are projected to be retained?

## **POLK COUNTY ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION**

16. What is the projected annual average wage (excluding benefits) of full-time employees?

### **CAPITAL INVESTMENT OVERVIEW**

17. Describe the capital investment in connection with the project:

- a. Real Property (ex. construction of new facility, remodeling of facility)
  
  
- b. Personal Property (ex. upgrading, replacing, or buying new equipment)

18. Describe where the project will be located:

Type of space (ex. leased space, new construction, addition to existing building)

19. What is the estimated square footage of the new or expanded facility?



# **POLK COUNTY ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION**

## **COMPETITIVE NATURE OF PROJECT**

20. What other counties or states (please include name of city) is the applicant considering for this project? (Granting an Ad Valorem Tax Exemption is contingent upon this answer. If there are no other locations considered, the project will not be considered for exemption.)

21. What is the advantage of locating project in Polk County?

22. What are the disadvantages of locating project in Polk County?

23. Are there any other internal or external competitive issues impacting the applicant's decision to locate project in Polk County?

24. Has the applicant received an Ad Valorem Tax Incentive from Polk County in the past?

Yes

No

## **POLK COUNTY ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION**

25. Is applicant applying for any other incentives with the State of Florida or local municipality? Please list other incentives and amount associated with each:

a.

b.

c.

d.

e.

### **CONFIDENTIALITY**

26. Is the applicant requesting confidential treatment of project in accordance with Florida Statute 288.075?

Yes

No

# **POLK COUNTY ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTION**

## **OFFICE USE**

Name assigned to project:

Expected date to go before Board of County Commissioners for Public Hearing:

Municipality partnering in project (if any):

Other incentives from county to be utilized by the applicant:

County Attorney assigned to project:

Project Manager assigned to project: