

VIRGINIA ENTERPRISE ZONE

2026 AMENDMENT MANUAL

ezone@dhcd.virginia.gov
dhcd.virginia.gov/vez
804 371 7000

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OVERVIEW OF AMENDMENT APPLICATION PROCESS

Localities may **apply once every twelve months** from the date of the locality's last zone amendment.

The locality submitting the amendment application **must be up to date in its annual reporting requirements.**

Once DHCD approves an enterprise zone amendment, the modifications to the zone are **retroactive back to January 1st of the Calendar Year** in which the amendment was approved.

Amendments are accepted on a **rolling basis throughout the year**, but in order to be considered for the current calendar year, **Amendment Applications should be submitted in the CAMS portal by November 1st** of that calendar year.

There are **2 types of amendment applications**: Boundary Amendment (includes additions, deletions, and/or both) and Incentive Amendments.

Each enterprise zone can consist of up to **three non-contiguous zone area**s. In cases where a locality is part of a **joint zone**, each of those can consist of up to three non-contiguous geographic areas. In cases where a locality is part of a joint zone, one of those three non-contiguous areas must be contiguous to at least one other participant's zone area (page 20). An enterprise zone boundary amendment cannot consist of a single business firm and cannot be less than 10 acres.

Checklist of required attachments

(to be uploaded in CAMS)(Each requirement below is for Boundary & Incentive Amendments, unless otherwise noted)

- Public Hearing Advertisements (2)
- Official public hearing minutes
- Resolution
- Local Assurances
- Joint Zone Amendment Agreement (joint zones only)
- Incentive Chart (incentive amendments only)
- Maps (boundary amendments only)

Information for Joint Zone Localities

- Only the locality that is applying for the amendment is required to submit the application.
- All localities participating in the joint zone (regardless of whether they are amending their portion of the zone) must complete the Joint Zone Amendment Agreement.
- Each locality can only amend their portion of the zone once every twelve months from the approval date of their last amendment.

INCENTIVE AMENDMENTS

Local incentives are a critical part of the success of an enterprise zone, and they should be selected carefully. It is important for a locality to develop a package of incentives that addresses the locality's economic conditions and barriers to economic development goals. Local incentives should assist target business sectors in overcoming these specific barriers by providing incentives tailored to their needs. The number of incentives is not as important as the quality and impact of the incentives. If there have not been any businesses in the zone that have qualified for a particular local incentive for more than one year, it might be appropriate to make amendments to the incentive.

Because Virginia is a Dillon Rule state, localities have very little authority to offer local tax incentives unless expressly allowed through the Code of Virginia. The Virginia Enterprise Zone Grant Program allows participating localities to offer a variety of incentives to businesses.

Guidelines for Developing Local Incentives

- Local incentives should be directly linked to revitalization and development goals.
- Local incentives should be tailored to both new and existing targeted business sectors.
- Local incentives should offer a variety of financial and non-financial incentives.
- Local incentives should be based on feedback from existing businesses that can identify industry priorities and obstacles to growth. Once established, incentives should be updated based on regular feedback from participating zone businesses.
- Incentives should reward firms that make a commitment to invest in a zone by creating new jobs and/or investment. Some incentives should have a performance threshold for qualification.
- Local incentives should fill in the gaps of the state incentives; therefore, qualification for local incentives should NOT be contingent on state incentive qualification.
- Local incentives should have measurable outcomes to track development.
- Incentives should represent sound fiscal policy and not provide an excessive level of benefit that would be inappropriate from an economic point of view.
- Local incentive should NOT violate the Virginia Constitution. The Uniformity Clause of Article 10, Section 1, of the Virginia Constitution specifies that taxation must be uniform in territory, subject, and class. As it relates to the Enterprise Zone program the concern is that taxation must be uniform throughout an entire locality unless there is state enabling legislation that allows otherwise. Local incentives should be reviewed by the local governing body's attorney to ensure their compliance with the Virginia Constitution.
- Local incentives should NOT be available throughout the entire locality unless special actions are taken to encourage greater utilization of the incentive within the proposed enterprise zone or a greater benefit is provided within the zone (i.e. lower qualification threshold or larger grant amount).

Examples of Local Incentives

The following list is not inclusive but serves as an example of the most frequently offered local enterprise zone incentives:

Real estate tax exemption: Virginia Code sections 58.1-3220 and 3221 serve as the enabling legislation and give all localities the authority to offer exemptions on real estate tax when certain conditions are met. This incentive can be offered locality wide, not just within the zone. In such cases where this incentive is offered locality-wide, the incentive criteria needs to be customized in the zone in order to be considered as a local enterprise zone incentive. Real estate tax abatement, refunds, or rebates are prohibited under the State Constitution.

Machinery & tools tax grants: The Uniformity Clause applies and there is no enabling legislation to allow for the exemption of this tax. Therefore, a locality wishing to offer an incentive related to the machinery and tools tax must first collect the tax uniformly from all appropriate taxpayers across the locality -those within the enterprise zone as well as those outside the zone. Once the tax is collected, the locality may offer businesses a grant based on their machinery and tool tax. This is usually done through the local Industrial Development Authority. Machinery and tools tax abatement, refunds, or rebates are prohibited under the State Constitution.

BPOL tax, utility tax, or permit fees: The Uniformity Clause does not apply to these taxes and fees. Localities are free to offer these incentives in the form of rebates, refunds, and abatements.

Local Enterprise Zone Development Taxation Program: Section 58.1-3245.6 through Section 58.1-3245.11 of the Code of Virginia enables designated zone localities to establish a Local Enterprise Zone Development Taxation Program. Incremental tax revenues generated from real property, machinery and tools, or both can be used to establish an enterprise zone development fund to pay for enhancements to government services that promote economic development.

Tax Exemption: §58.1-3221 of the Code of Virginia enables localities to defer the taxes on the increase in assessed value as a result of the rehabilitation of real estate for structures at least 15 years of age in enterprise zones and 20 years of age elsewhere in the jurisdiction.

Local Tax Rebates: BPOL tax fees, local sales tax on items purchased in the community for conduct and trade of business in the enterprise zone.

Business Loans: Facade improvement loans for both commercial and industrial properties, low interest loan funds for start-up and expansion, revolving loan funds composed of local and private funding sources.

Fee Waivers: Permit fees, sewer and water tap fees, utility fees.

Job Training: Targeted training programs to meet business needs.

Non-financial: Fast track permitting, loan packaging assistance, and design assistance.

Requirements for Establishing Eligibilty

When establishing the qualification requirements for the incentives, localities should ensure that the local incentives:

- Allow for a good return on investment for the locality (i.e. private investment or jobs leveraged);
- Are reasonable (not too restrictive); and
- The detailed qualification requirements for each local incentive should be outlined in writing and approved by the local governing body prior to the submitting the amendment to DHCD. As part of this process, pertinent terms of the incentive qualifications should be defined as should the process for incentive application approval, life of the incentive, and the value of incentives. For example, if a locality is offering a machinery and tools tax grant based on the creation of five new jobs, the locality needs to define "new jobs" for the purposes of the incentive qualification. Continuing with this example, would "new jobs" be considered net new, permanent full time and would there be any wage or benefit requirements in this definition?

In addition, a locality may establish conditions on the availability of such incentives. For example, a locality may propose to make grant funds available to new businesses during the first five years of zone operation. It may propose a three-year utility tax exemption for new or expanding firms or propose to restrict the availability of low interest business loans to new firms locating in the zone that agree to meet certain locally set hiring requirements. Conditions should NOT require businesses to qualify for a state incentive in order to qualify for a local incentive.

Financial Value of Incentives

The quantity of local enterprise zone incentives offered is not as important as the quality of local incentives.

The incentives should be meaningful and beneficial to targeted business sectors.

- For example, if the cost of water and sewer service is higher in the county than in the city, the county zone may consider offering a water/sewer hookup fee incentive to help offset its higher service fees. The financial impact of the water/sewer hookup fee incentive should provide a considerable reduction, not just mere pennies in savings.

Some incentives may have a different type of monetary value but can still have a valuable impact on the business.

- For example, if crime and vandalism to zone businesses is an issue, free consultations with the Crime Prevention through Environmental Design (CPTED) planner with the police department can be a valuable incentive where the value of the incentive would be the "consultant" market rate or police employee wage for such training.

Local Assigned Agents

A locality may designate an assigned agent, such as a local redevelopment and housing authority, a nonprofit entity, or a private for-profit entity to provide local incentives.

This arrangement should be documented by a written commitment from the agent.

Termination

Section 59.1-546 of the Enterprise Zone Grant Program describes two circumstances that can result in the termination of a designated zone.

- First, in the event the local government or an assigned agent is unable or unwilling to provide regulatory flexibility, tax incentives, or other public incentives as proposed in the application for zone designation, the zone shall terminate. This is avoidable if the applicant is able to amend the application by substituting an incentive that is equal or superior to the incentive originally approved.
- Second, if no business firms in an enterprise zone have qualified for state incentives within a five-year period, the zone shall be terminated.

BOUNDARY AMENDMENTS

Deletions

DHCD reviews boundary deletions on a case-by-case basis and requires assurance that the applicant has based their decision on reasonable and careful consideration.

- Boundary changes shall not exceed the maximum size provisions of § 13VAC5-112-440 for the locality.
- The local governing body must separately notify each property and business owner located within the area of the proposed deletion at least two weeks prior to holding the public hearing.
- A copy of these notification letters must accompany the amendment application. If the same letter was mailed to multiple owners, please provide a list of all who received the letter. Publication of an ad in the local newspaper does not, by itself, meet this requirement but may be used as an additional form of notification.

Additions

- Cannot consist of a site for a single business.
- Cannot be less than 10 acres in total size.
- Counties with enterprise zones can include acreage within corporate town limits, provided the acreage addition falls within the total zone size requirements for the locality. Existing towns with enterprise zones may not add portions of the unincorporated areas into the zone through the amendment process.

Zone Size Requirements

Size Limits for County Zones

Minimum: one-half (1/2) square mile
(320 acres)

Maximum: six square miles
(3,840 acres)

Size Limits for Zones in Consolidated Cities

Zones in cities where the present locality boundaries have been created through the consolidation of a city and county (Chesapeake, Hampton, Newport News, and Virginia Beach) or the consolidation of two cities (Suffolk and Richmond), must use the minimum and maximum size guidelines for County Zones described above.

Size Limits for City Zones

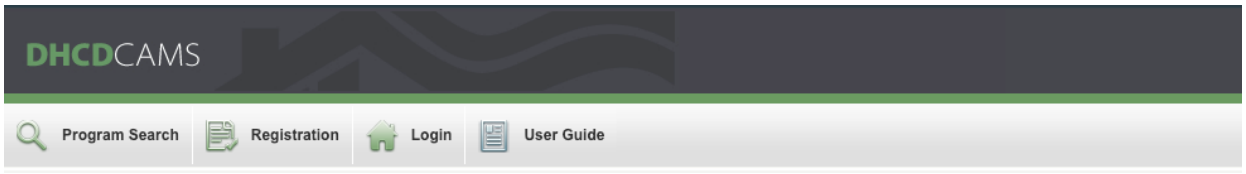
Minimum: one-quarter (1/4) square mile (160 acres)

Maximum: one square mile (640 acres)

Towns: Town Zones designated before 2005 should use the City size requirements listed here

Exception: may be larger than one square mile provided it does not exceed seven percent (7%) of the locality's land area or it does not encompass more than seven percent (7%) of the locality's total population. To calculate the population exception, the LZA must use the most recent Weldon Cooper Centers' final (not provisional) population estimates for the locality. Amendments submitted with incorrect population estimates will not be accepted.

Click here for the Weldon Cooper Public Service Center



Click here for the DHCD CAMS user guide.

The following pages are a guide to the questions that will be asked in CAMS for successful submission of your Zone Amendment Application.

There are two types of amendment applications:

- Boundary Amendments
- Incentive Amendments

A zone can submit applications for both types of amendments during the same calendar year, however, they will be required to submit the boundary amendments and incentive amendments separately in the CAMS system.

If submitting two separate applications, the public advertisements, public hearings, resolutions, and locality minutes may still include both parts of the amendment.

Important:The Local Zone Administrator must meet with DHCD Enterprise Zone Staff Administrator prior to advertising for a public hearing to review the proposed map changes and/or incentive modifications. DHCD approval is required prior to the locality holding a public hearing and submission of an application.

Once the amendment process is approved, DHCD staff will make amendment applications available through CAMS to be completed.

CAMS Application | Incentive Amendment

Section 1 | Zone Information

1) Highest Elected Official (Enter name)

2) Local Zone Administrator Email (Enter name)

3) Zone Description (Provide updated zone description that reflects the proposed boundary changes, as necessary. Less than 2000 characters.)

4) EZ Zone Type (Select Single Jurisdiction Zone or Joint Zone: Single Jurisdiction)

Section 2 | Preliminary Considerations for Incentive Amendments

1) Zone Amendment Approval Date (Provide the approval date for the last zone amendment. If none, provide the date of designation.)

2) Enterprise Zone Amendment Type (Indicate ALL changes being requested as part of this year's amendment. Please note that Boundary and Incentive Amendments must be submitted as separate applications in CAMS.)

3) Preliminary Review completed by DHCD (YES/NO)

Section 3 | Incentive Package Changes

1) Why are the local incentives being modified?

2) Trends in Local Incentive Utilization (Which incentives are most and least utilized?)

3) # of Local Incentives Added

4) # of Local Incentives Deleted

5) # of Local Incentives Modified

6) Local Incentive Chart #1 of Requested Changes (file to be uploaded - see page 11)

7) Local Incentive Package Chart #2 (file to be uploaded – see page 15)

Section 4 | Public Hearing & Resolution Process

Sample documents included on pages 23-24.

- Proof of Ad Publications (Upload proof of publication for public hearing advertisements, with the first notice appearing no more than 28 days before the public hearing and the second notice appearing no less than 7 days before the public hearing. Advertisements must be published in a newspaper of general circulation in the locality.)
- Public Hearing Comments (Outline any comments received or made at the public hearing regarding changes, deletion, or addition of incentives, and how these comments were addressed.)
- Public Hearing Minutes (file to be uploaded)
- Enterprise Zone Amendment Resolution (file to be uploaded) (sample resolution available)
- Local Assurances (file to be uploaded) (document provided) This document is to be completed, signed, & uploaded by the locality that is applying for the amendment(s).

Section 5 | Joint Zones Only

- Upload Joint Zone Amendment Agreement Document (file to be uploaded) (document provided). This document is to be completed and signed by the other localities that are located in the joint zone & uploaded by the locality that is applying for the amendment(s).

Chart 1 | Incentive Deletions & Amendments

Chart 1 is a separate WORD document. This document will need to be completed and uploaded to CAMS with your application. Please contact an Enterprise Zone program administrator for a copy of the fillable document.

Within this chart you should indicate all changes to and deletions from the local incentive package. Local incentives can be deleted if replaced by incentives that are equal or superior (particularly with financial incentives) to those currently offered.

You **must** meet with DHCD staff to discuss your plans to modify incentives prior to holding the public hearing.

Chart 1 Information

Existing Incentive: Provide a description of the incentive you are proposing to delete or change.

Replacement Incentive: Provide a description of the new incentive you will be offering in place of the previous incentive. If you are changing the incentive to be more inclusive of businesses within the zone, you can put N/A in this column.

Justification for Deletion/Change: Describe the reason you wish to make this incentive change.

Justification for Replacement: Describe the justification in making the change to this listed incentive.

Example:

Existing Incentive (by locality)	Replacement Incentive (by locality)	Justification for Deletion/ Change	Justification for Replacement
DELETION EXAMPLE: Pleasantville Wastewater Hookup Fee Waiver (Offered by Pleasantville County)	Reduced Water & Sewer Rates (Offered by Regional Wastewater Bureau)	Pleasantville County has constructed a joint wastewater treatment facility with Emerald City. Therefore, the existing water and sewer hookup fee waiver must be eliminated because the County no longer collects these fees and therefore cannot waive them.	While the Regional Wastewater Bureau would not waive all upfront hookup fees, they will offer new businesses within the zone reduced water and sewer rates.
CHANGE EXAMPLE: Reduced Water & Sewer Rates for New Restaurants (Offered by Pleasantville County)	N/A	Pleasantville County previously offered reduced water & sewer rates for new restaurants in the zone. We are expanding this incentive to all restaurants in the zone, not just new restaurants. This change is intended to help retain older restaurant establishments.	N/A

Chart 2 | Incentive Package

Provide information for new and existing incentives. Chart 2 is a separate WORD document that needs to be completed and uploaded to CAMS with your application. Please contact an Enterprise Zone program administrator for a copy of the fillable document.

Chart 2 should be reproduced to accommodate **all** incentives. All **changes** to incentives should be described in detail in Chart 1. Complete the incentive package document (Chart 2) to include all incentives to be offered upon approval of the amendment. For detailed instruction on this chart, see below.

Incentive Name: Provide the incentive name in the header of Chart 2. Examples include Machinery & Tools Investment Grant or Waiver of Building Permit Fees

Type of Incentive: Check appropriate box by placing an "X" to indicate if this is a new, amended, or exiting incentive.

Provider: Identify the name of the organization or entity that has primary responsibility for implementing the incentive. If the applicant locality is to be the provider, indicate this with the word "applicant". In the case of a Joint Zone, use the name of the appropriate locality.

If the incentive is to be provided by an assigned agent, indicate the name of the organization or entity and attach the commitment letters or memorandums of understanding. A local redevelopment or housing authority, industrial development authority, school board or other independent/semi-independent agency is considered an assigned agent. For example, if Saltville's Office of Planning will issue the BPOL waiver, they should be listed as the provider on the incentive chart.

Incentive Name and Description: Provide the incentive name and a brief description.

Localities included in this incentive: Indicate what localities are included in this incentive.

Exclusivity to Zone: Check appropriate box. For localities offering an incentive that is not exclusive to the zone, use this section to explain how the incentive will be enhanced for use in the zone. Remember, incentives that are available locality-wide should not be included in the package unless they have been modified for added benefit or reduced qualification requirements within the zone boundaries.

Period of Availability: Indicate the period of time for which the incentive will be made available; "entire life of zone" or "first five years of zone operation", etc. Explain the rationale behind the period of availability. This box refers to the period of availability for the incentive, not the qualification period for an applicant.

Effective Date: Indicate when the incentive will become available, i.e. "upon zone designation" or "September 29, 2026".

Qualification Requirements: List any locally imposed requirements that businesses must meet in order to receive the incentive. If there are no eligibility requirements or if the incentive involves service improvements, capital expenditures, or other actions that benefit the businesses and residents within the zone, indicate with the word "none." An example of a qualification requirement would be that a business must make a certain dollar amount of real property improvements in order to receive the local incentive.

Timeframe for Qualification: If there is a period of eligibility for applicants, please include it here. For example, if a business is eligible for BPOL tax exemption for 5 years, the applicant should indicate what would serve as Year 1. In some localities this would be their first full calendar year of operation, while in others, it would be 12-month years from the date of their BPOL or the portion of the calendar year after they receive their BPOL.

Financial Value of Incentive: Quantify the estimated value of the incentive for a typical business and indicate an anticipated amount available, if appropriate. Example: If the

average building permit fee is $1,000, the value of an incentive to waive building permit fee is $1,000. A free design assistance incentive would report a dollar amount based on the estimated market rate cost of the service.

Source of Funds: State the source of funds required to implement the incentive (e.g., "local general funds", "local revenue bonds"). For sources of funds other than local revenues, indicate the status of fund availability ("grant received" or "application pending"). If the incentive does not involve direct expenditures (regulatory or tax relief), indicate this with the word "none" or "forgone revenue."

Action to Implement: Indicate what actions have been or will be taken to assure that the incentive will be implemented, and who will be responsible for initiating this procedure. This may include actions such as a local ordinance or formal approval by the Board of Supervisors. Any real property partial tax exemptions allowed under statue § 58.1-3219.4, § 58.1-3220.1, or § 58.1-3221 require an ordinance.

Annual Budget Allocation (Pending Approval): For proposed incentives that will be funded through local revenues, indicate the amount that will be allocated in the locality's annual budget.

Chart 2 Example

Incentive Name: EXAMPLE: Machinery & Tools Investment Grant	
☒ New Incentive ☐ Amended Incentive ☐ Existing Incentive	**Localities included in this incentive:** *Halifax County including the Town of Halifax*
Provider: *Halifax County* **Name:** *Machinery & Tools Investment Grant* **Description:** *Grant program based on the machinery and tools taxes paid to the County by new or expanding businesses located in the Enterprise Zone. Grants are awarded for a five-year period based on the increase in their machinery and tools tax liability.* *Year 1: Grant = 100% of M&T Tax Increment* *Year 2: Grant = 80% of M&T Tax Increment* *Year 3: Grant = 60% of M&T Tax Increment* *Year 4: Grant = 40% of M&T Tax Increment* *Year 5: Grant = 20% of M&T Tax Increment*	**Exclusive to Zone Properties/Businesses:** ☒ Yes ☐ No, if no please explain how it will be tailored to zone. **Period of Availability:** *Life of Zone* **Effective date:** *January 1 of the Calendar Year amendment approved.*
Qualification Requirements for Incentive: *To qualify, a business must demonstrate an increase of at least 20% in their annual machinery and tools taxes OR an investment of at least $50,000 in taxable machinery and tools- whichever threshold is lower.* **Timeframe for Qualification:** *Year 1 of the grant will be the tax year in which the machinery and tools are purchased. Applications must be submitted by July 1 of the first year in which taxes are paid on the increased assessment (aka the calendar year following the investment).*	**Financial Value of Incentive:** *The current Machinery & Tools Tax Rate is $1.25 per $100 Assessment. Therefore, a company that increases the assessed value of their machinery and tools by $250,000 would get a grant of $3,125 in Year 1, $2,500 in Year 2, $1,875 in Year 3, $1,250 in Year 4, and $625 in Year 5. The total value of their grant would be $9,375.* **Source of Funds:** *N/A*
Action to Implement: ☒ Local Ordinance ☒ Approval by Board of Supervisors ☐ Other:	**Annual Budget Allocation Pending Approval:** *No annual allocation. Foregone revenue.*

Cams Application | Boundary Amendment

Section 1 | Zone Information

1) Highest Elected Official (Enter name)

2) Local Zone Administrator Email (Enter name)

3) Zone Description (Provide updated zone description that reflects the proposed boundary changes, as necessary. Less than 2000 characters.)

4) EZ Zone Type (Select Single Jurisdiction Zone or Joint Zone: Single Jurisdiction)

Section 2 | Preliminary Considerations for Incentive Amendments

1) Zone Amendment Approval Date (Provide the approval date for the last zone amendment. If none, provide the date of designation.)

2) Enterprise Zone Amendment Type (Indicate ALL changes being requested as part of this year's amendment. Please note that Boundary and Incentive Amendments must be submitted as separate applications in CAMS.)

3) Preliminary Review completed by DHCD (YES/NO)

Section 3 | Zone Size Methodology

1) Zone Size Guidelines Utilized (Please indicate the zone size guidelines utilized to establish zone size. If zone sizes guidelines were based on 7% of the locality's land area or 7% of the locality's population- additional questions are required.)

Section 4 | Acreage Overview

1) Current Zone Size (Acres)

2) Amended Zone Size (Acres)

3) New Non-Contiguous Areas (YES/NO)

4) Amended Maps (file to be uploaded)

Section 5 | Boundary Additions

1) Zone Acreage Added

2) # of Parcels Added

3) Description of Parcels Added & Rationale for Inclusion (Include specific businesses, industries, developments, etc.)

4) Economic Conditions in Amended Boundaries

Section 6 | Boundary Deletions

1) Zone Acreage Deleted

2) % of Zone Acreage Deleted

3) # of Parcels Deleted

4) Types of Parcels Deleted (check all that apply)

- Commercial Business
- Industrial
- Publicly Owned
- Right of Way
- Single Family Residential
- Multi-Family Residential
- Institutional
- Undevelopable due to terrain or flood zone

5) Description of Parcels Deleted & Rationale for Removal

6) Property Owner Notification (files to be uploaded – samples included on page 21-22)
The local governing body must separately notify each property and business owner located within the area of the proposed deletion at least two weeks prior to holding the public hearing. A copy of these notification letters must accompany the amendment application. If the same letter was mailed to multiple owners, please provide a list of who received the letter. Publication of an ad in the local newspaper does not, by itself, meet the individual notification requirement but may be used as an additional form of notification.

7) Property Owner Notification Process
Describe the process used to notify the owner of each property and business in the deleted parcels and attach documentation of the individual notices.

Section 7 | Public Hearing & Resolution Process

Sample documents included on pages 23-24

- Proof of Ad Publications (Upload proof of publication for public hearing advertisements, with the first notice appearing no more than 28 days before the public hearing and the

second notice appearing no less than 7 days before the public hearing. Advertisements must be published in a newspaper of general circulation in the locality.)

- Public Hearing Comments (Outline any comments received or made at the public hearing regarding changes, deletion, or addition of incentives, and how these comments were addressed?)
- Public Hearing Minutes (file to be uploaded)
- Enterprise Zone Amendment Resolution (file to be uploaded) (sample resolution available)
- Local Assurances (file to be uploaded) (document provided) This document is to be completed, signed, & uploaded by the locality that is applying for the amendment(s).

Section 8 | Joint Zones Only

- Upload Joint Zone Amendment Agreement Document (file to be uploaded) (document provided). This document is to be completed and signed by the other localities that are located in the joint zone & uploaded by the locality that is applying for the amendment(s).

BOUNDARY AMENDMENTS: MAP REQUIREMENTS

Each of the required maps must be produced at the same scale. GIS generated maps are preferred. Topographic maps are not acceptable. Please submit maps as a separate JPEG or PDF file. Local Zone Administrators **must** submit a draft boundary amendment map to DHCD for review prior to scheduling the public hearing. **Shape files will be required** after final approval is granted.

Map 1: Map of the locality indicating the current and amended boundaries of the enterprise zone area. Please indicate the amended zone boundaries using the key below. All required features listed in the charts must be included on each map and clearly visible. All maps should indicate the acreage of additions, deletions, and total zone acreage.


Proposed Deletions – Red fill with bold red dashed border


Proposed Additions - Green fill with bold green dashed border


Existing Zone Boundaries – Blue fill with bold blue solid border


Existing Zone Boundaries – Contiguous Areas of other localities in a Joint Zone

Required Zone Features Included on Map:

- Major Streets/Roads/Highways Labeled (Dark Gray Lines; Only Major Labels)
- City/County/Town Limits (Bold Blue Solid Lines)
- Key Businesses/Employers
- Key Properties/Revitalization Project Areas/ Developable Land
- Airports/ Ports of Entry
- Major Railways
- Office or Industrial Parks
- Special Districts

Map 2: **Map of the modified enterprise zone boundary indicating the existing land use characteristics.**
Please utilize the land use classifications below and **provide a key**. Indicate on this map the total zone acreage and the approximate number of acres devoted to each type of use.

Privately Held Land	Publicly Held Land
Business/Commercial	State/Federally Owned Land
Industrial	Local Publicly Owned & Used Land
Institutional	Unused Publicly Owned Land
Single-family Residential	Parks & Recreational Areas
Multi-family	Parking
Agricultural	
Parking	
Mixed-use	

Map 3: **Map of the modified enterprise zone showing the boundaries of existing Zoning Districts.**
Please **provide a key** of the zoning districts shown. If the area is not zoned, this map is not required.

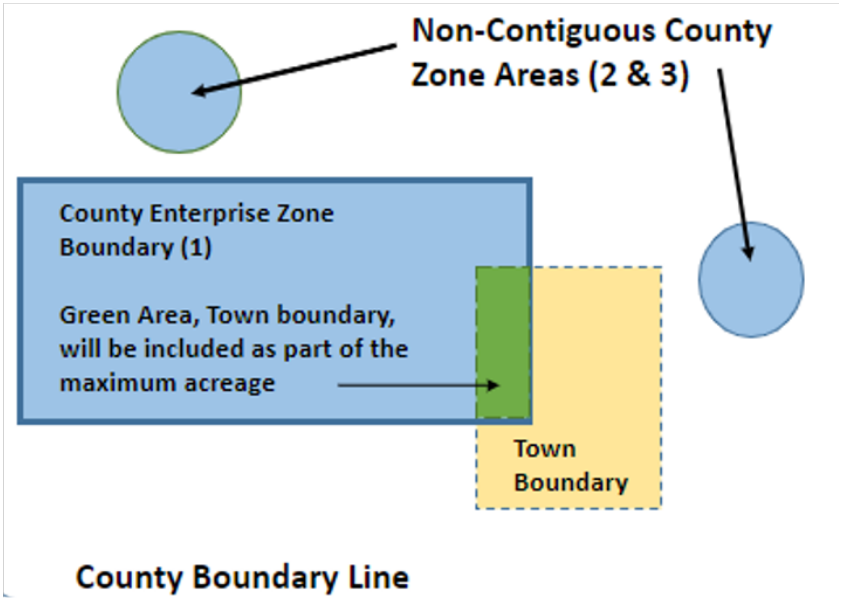
Single Jurisdication Zone Configuration

Single zone-an enterprise zone located entirely within a single jurisdiction.

The locality's zone can consist of three non-contiguous zone areas.

If a locality has two zone designations, each of the zones can consist of three non-contiguous areas.

For zones designated after 2005, a county zone may include incorporated town acreage as part of the county's zone acreage. This addition does NOT constitute a joint zone. The acreage within the town limits counts towards the county's maximum zone acreage. Towns added into the county acreage are not required to offer local enterprise zone incentives but may.



Joint Zone Configuration: Examples

A joint zone is an enterprise zone located in two or more jurisdictions.

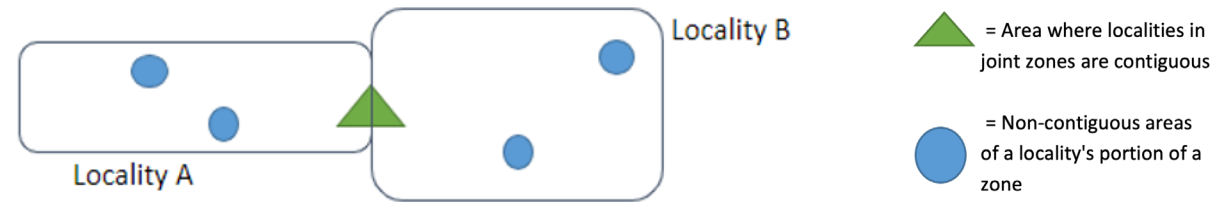
Each locality's portion of the joint zone can consist of up to three non-contiguous areas.

The total acreage of the three non-contiguous areas must meet the total size requirements for that type of locality.

In the case of the joint zone, one of the locality's three possible zone areas must be contiguous to at least one other participant's zone area.

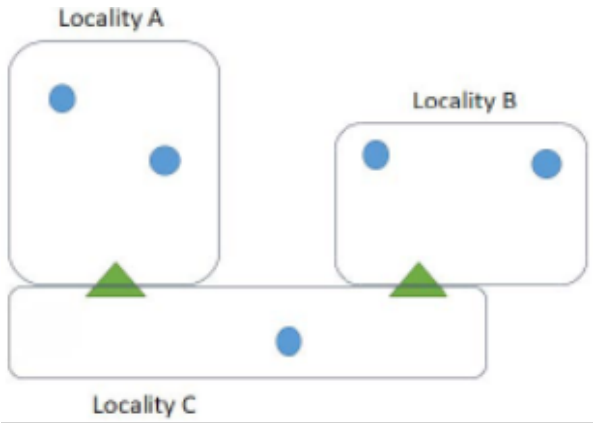
The following are some examples of joint zone configurations:

Example A: Two-Locality Joint Zone



In this example, each locality has a total of three non contiguous areas with one contiguous area that joins the two localities together.

Example B: Three-Locality Joint Zone



In this example, each locality has a total of three non contiguous areas with one contiguous area that joins the two localities together. The blue dots represent an area and the green triangle represents an area that connects the locality boundary lines.

Example | Residential Removal Notification

Dear Sir or Madam,

The _____(Locality)_____ was awarded a Virginia Enterprise Zone designation effective ___(Date)___. Enterprise zones provide local and state incentives for new companies and businesses that locate within the zone. The new zone for ___(Locality)___ included some areas that are not eligible for state or local enterprise zone incentives since they are residential by zoning and use.

In order to assist possible development and investment within the City/County, _____(Governing Board)____ has authorized staff to seek an amendment to the existing enterprise zone to remove the properties that are zoned residential and are not eligible for incentives per the program guidelines. You are being notified of this amendment as this change would remove your residential property from the enterprise zone. Removal of your residential property from the zone in no way affects the local zoning status of your property and in no way affects the value of your property.

I would ask that you contact my office by ___(Date)___if you are opposed to this amendment that would remove your property from the current enterprise zone.

There will be a public hearing on the issue at ___(Date, Time, Location).

If you have any questions regarding this matter, you can reach me at ____(Contact Information)_____.

Sincerely,

Example | Business Removal Notification

John Doe
PO BOX 0000
CITY NAME, VA 0000

RE: Deletion from ____(LOCALITY)___Enterprise Zone

The ____(LOCALITY)___is preparing to submit an application to the Department of Housing and Community Development (DHCD) requesting an adjustment to the Enterprise Zone boundaries. To accommodate the growth and expansion of companies within the zone in the immediate future, your property has been identified as one to remove from the zone. The deletion will not affect the allowed uses, zoning, or enjoyment of your property. This action is simply for Economic Development purposes.

The Enterprise Zone Program is a partnership between the Commonwealth of Virginia and the ____(LOCALITY)___ to provide businesses and commercial property owners with financial incentives to spur capital investment and job creation within targeted areas of the ____(LOCALITY)___.

If you are opposed or wish to provide feedback regarding these proposed amendments, please use one of the following opportunities:

1. Public Hearing – ___(Date, Time, Location).
3. Contact Staff at ____(Contact Information)_____.

A map of the existing zone boundaries and the proposed boundary amendments can be found ____(WHERE/LOCATION)____. We look forward to hearing your thoughts.

Sincerely,

PUBLIC HEARING REQUIREMENTS

Advertisement Requirements:

- Two ads must be published with the first notice appearing no more than 28 days before the public hearing
- The second notice must appear no less than 7 days before the public hearing.
- The ad must give the time, date, and location of the hearing.
- Amendment Application must include proof of publication showing the dates the ad was published.

Public Hearing Requirements:

- Local Governing Body must hold at least one public hearing prior to passing the resolution authorizing submission of the amendment application.
- Public Hearings may not be held more than 6 months prior to submission.
- Public Hearings must be open to the public and allow time for comment.
- Amendment Application must include an official copy of the Public Hearing Minutes.
- The complete requirements for conducting public hearings are stated in §15.2-2204, Code of Virginia.

Sample Advertising & Public Hearing Timeline

*Prior to completing the draft application or holding public hearings, you **must** meet with your Enterprise Zone Administrator contact.

1-month Prior to Advertising: Public Hearing Date Set AFTER DHCD Approves your draft application.

Day 1: Public Hearing Advertising 1 (no more than 28 days before the public hearing)

Day 8: Public Hearing Advertisement 2 (no less than 7 days before the public hearing)

Day 15: Public Hearing Held

Day 16: Governing Resolution Passed (After Public Hearing)

Day 20: Local Assurances Signed by Chief Administrator (After Public Hearing & Resolution)

Day 30: Joint Zones Amendment Agreement signed by Chief Administrator (After Public Hearings & Resolution approved by partnering Joint Zone)

Day 60: Amendment Submitted to DHCD via CAMS (Within 6 months of public hearing)

RESOLUTION REQUIREMENTS

Resolutions should indicate that the local governing body:

- Is applying for an Enterprise Zone Amendment,
- Authorizes the Chief Administrator acting as Local Zone Administrator to submit all information needed to apply for a zone amendment,
- Authorizes the Chief Administrator to meet other administrative and reporting requirements, as defined by the Enterprise Zone Regulations, throughout the life of the zone.

If in Joint Zone: Indicates that each locality must complete the Joint Zone Amendment Agreement authorizing the amendment application to be submitted prior to the submission to DHCD.

Where there is no Chief Administrator, a Clerk may also be authorized for these duties.

Governing Body Resolution - Sample

Locality / Zone Name
Enterprise Zone Amendment Resolution

Whereas, the *(locality/zone)* has the designated zone, identified as Enterprise Zone (*zone number)* that provides a combination of State and Local incentives to promote economic development, and

WHEREAS, the *(locality/zone)* has identified a current need to amend the existing Enterprise Zone (*zone number)* to incorporate additional *properties/Incentives* in and around the *(locality/zone)* and to increase economic growth opportunities, and

WHEREAS, this proposed amendment and expansion will serve to benefit economic and industrial expansion of *(locality/zone)* to meet the goals and objectives of the Virginia Enterprise Zone Program, then

THEREFORE, BE IT HEREBY RESOLVED that the *(locality/zone)* supports the amendment to the (*zone number)* and authorizes the *(City Manager)* to sign all sign all necessary documentation on behalf of the *(locality/zone)* for this proposed Enterprise Zone amendment.

Given under my hand this _____day of _____ ,20XX.

Signatures

LOCAL ASSURANCES

Local Assurances and Authorizations are used to certify the accuracy of the information provided by the applicant and to ensure that the Program Regulations will be met. All applications must include a Certified Resolution from the local governing body AND a Local Assurances document.

Local Assurances Document:

LOCAL ASSURANCES

As the representative of the local governing body of _____ , I hereby certify that:
(locality)

1) The information in the Enterprise Zone application is accurate to the best of my knowledge;

2) A public hearing was held on _____ by the aforementioned locality to solicit comments on this request for application amendment. A copy of the public hearing advertisement and a copy of the public hearing minutes are attached;

3) Any local enterprise zone incentives proposed by the aforementioned locality in the Enterprise Zone application represents a firm commitment by the locality and have been reviewed by the local governing body's attorney as to their legality;

4) It is understood that if at any time the aforementioned locality is unable or unwilling to fulfill a commitment to provide local enterprise zone incentives, or if no state enterprise zone incentives have been utilized within a five-year period, the zone shall be subject to termination.

Chief Administrator: _____

Title: _____

Date: _____

JOINT ZONE AMENDMENT AGREEMENT

Each jurisdiction participating in a joint zone must complete the following form when any jurisdiction in the zone submits an amendment application. This form ensures that all jurisdictions are in agreement with the application being submitted by the amending jurisdiction.

JOINT ZONE AMENDMENT AGREEMENT

As the representative of the local governing body of ___(locality)_____ , I hereby certify that:

1) The aforementioned locality is in agreement with the amending jurisdiction in filing this amendment;

2) The information in the Enterprise Zone application is accurate to the best of my knowledge;

3) A public hearing was held by ___(amending locality)__on ____(date)___ to solicit comments on this amendment application amendment;

4) It is understood that if at any time the aforementioned locality is unable or unwilling to fulfill a commitment to provide local enterprise zone incentives listed in this application, the zone shall be subject to termination.

Chief Administrator: _____

Title: _____

Date: _____

FREQUENTLY ASKED QUESTIONS

Q | If I submit an amendment, when does it take effect?

A | An amendment is retroactive to January 1 of the calendar year in which the amendment was submitted.

Q | Is there a deadline for amendment applications?

A | For consideration within a Calendar Year, Amendment Applications should be submitted to DHCD no later than November 1st of that calendar year. Approval of Amendment Applications can take several weeks to process, and applications submitted later than November 1st are not guaranteed for approval for that year.

Q | Does DHCD have to review our amendment plans before the Public Hearing?

A | Yes. DHCD must review your amendment plans before the Public Hearing is scheduled. Local Zone Administrators should send draft boundary and incentive changes to DHCD to approve, to ensure that the proposed changes fall within the program regulations.

Q | How do I complete the application?

A | Local Zone Administrators must meet with DHCD Enterprise Zone staff to get approval **before** beginning the process of advertising or having the public hearing. The final amendment application is submitted through the CAMS portal. There are separate applications for the Boundary Amendment and Incentive Amendment. All required attachments are required to be submitted electronically within the CAMS portal.

Q | How can an amendment be used to improve state incentive usage?

A | Amendments can be a strategic tool for improving the impact of an Enterprise Zone. Local Zone Administrators should contact DHCD to discuss options for improving incentive use in order to avoid termination due to inactivity.



ezone@dhcd.virginia.gov

dhcd.virginia.gov/vez

804 371 7000

VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT
Partners for Better Communities