



# ENTERPRISE ZONE Certification Application

Revised 9/11/2023

Type of Application:  New Certification  
 Recertification

Type of Tax Credit (applying for):  Local Property Tax Credit (property owner must apply)  
 State Income Tax Credit (if building is or will be leased, the lessee must submit a separate certification application for the Enterprise Zone State Income Tax Credit)  
 Both Tax Credits (only applies when property owner will occupy the renovated/new structure)

Did the Enterprise Zone benefits affect your decision to build, locate, and/or expand at this site?  
 Yes  No

Form Submitted by (person's name): \_\_\_\_\_ Date: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

**PROPERTY TAX CREDIT INFORMATION** (only complete this section if you are the property owner and are seeking certification for the local Property Tax Credit)

Property Owner: \_\_\_\_\_  
[Contact Person & Title] \_\_\_\_\_  
[Phone & Email] \_\_\_\_\_

Address of New/Renovated Building: \_\_\_\_\_

Property Acct #: \_\_\_\_\_ Tax Map #: \_\_\_\_\_ Parcel #: \_\_\_\_\_

**Property Improvement Information:**

Renovation Estimated Cost: \$ \_\_\_\_\_  
 New Construction Estimated Cost: \$ \_\_\_\_\_  
 New Machinery & Equipment\* Estimated Cost: \$ \_\_\_\_\_  
\*Cost not part of property tax assessment

New Sq. Ft.: \_\_\_\_\_

Describe the new capital improvements:

\_\_\_\_\_  
\_\_\_\_\_

**INCOME TAX CREDIT INFORMATION** (only complete this section if you are seeking certification for the State Income Tax Credit) Employment tax credits to be applied against State income tax liabilities are available for certain new employees hired in the Enterprise Zone. The requirements for qualified employees can be found on Maryland Department of Commerce's Website: <https://commerce.maryland.gov/fund/programs-for-businesses/enterprise-zone-tax-credit>.

**Business Name** (if different than Property Owner): \_\_\_\_\_

**Legal Status:**  Corporation  LLC  Partnership  Other \_\_\_\_\_

**Contact:** [Name] \_\_\_\_\_ [Title] \_\_\_\_\_  
[Phone] \_\_\_\_\_ [Email] \_\_\_\_\_

**Business Address** (where new employees will work): \_\_\_\_\_

**FEIN:** \_\_\_\_\_ **Unemployment Insurance #:** \_\_\_\_\_ **NAICS Code:** \_\_\_\_\_

**Type of Business** (i.e. logistics, manufacturing, life sciences, etc.): \_\_\_\_\_

**Is the business presently located in Cecil County?**  Yes  No

If yes, please answer the following questions:

1. What date was the business established in Cecil County? \_\_\_\_\_
2. Does the business have more than one location in Cecil County?  Yes  No
3. How many full-time and part-time employees does the business have in Cecil County?  
Full-Time Employees: \_\_\_\_\_ Part-Time Employees: \_\_\_\_\_

**Is the business relocating from outside of Cecil County?**  Yes  No

If yes, where was the previous location? \_\_\_\_\_

**Is the business a start-up?**  Yes  No

**Current Number of Full-Time Employees at Business Address:** \_\_\_\_\_

**Current Number of Part-Time Employees at Business Address:** \_\_\_\_\_

**Estimated New Hires at Business Address in 12 months from certification/opening:**

Full-Time Employees: \_\_\_\_\_ Part-Time Employees: \_\_\_\_\_

**Estimated New Hires at Business Address in 24 months from certification/opening** (cumulative, so inclusive of the 12-month numbers provided above):

Full-Time Employees: \_\_\_\_\_ Part-Time Employees: \_\_\_\_\_

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**Cecil County Enterprise Zone Contact:**

**Sandra Edwards, Enterprise Zone Administrator**  
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