

**Illinois Enterprise Zone Program
Application for New Designation
Appendix C**

APPLICATION REQUIREMENTS

Applicants are required to complete and submit the application found on the Department's website. Applicants are also required to submit by mail, fax or email supporting paper or hardcopy documents. Below is a list of supporting documentation that must accompany an application, and which must be submitted electronically or postmarked by December 31, 2015:

1. The notice of public hearing;
2. Transcript(s) of the public hearing(s);
3. A certified copy of the designating ordinance(s) (a copy should be uploaded if completing the application on-line, with the certified copy being mailed to the Department)
4. In the case of a joint application, the intergovernmental agreement;
5. In the case of a joint application, a statement explaining the need for the proposed enterprise zone to cover portions of more than one city or county;
6. A legal description of the Enterprise Zone and a map of the proposed zone that clearly identifies the zone's boundaries and provides names of streets and highways, etc.; applicants are encouraged to submit geospatial data as ESRI ARCGIS Shape files; applicants shall clearly indicate any territory within the Enterprise Zone that is already within an existing Enterprise Zone;
7. Economic goals and objectives of the zone, including: specific three (3) year development goals and objectives of the zone, and a zone implementation plan describing the specific tasks, activities and commitments which must be accomplished to achieve each three (3) year objective;
8. Information concerning each local incentive, program, special activity or commitment to be provided in support of the zone, including: a description of each, how it will be implemented, who will provide it, estimated impact on the revenue of the local government, any special qualifications or conditions imposed on its applicability, period of availability, and effective date;
9. In the case of local incentives that involve property tax abatements, a certified copy of the taxing districts resolution; (a copy should be uploaded if completing the application on-line, with the certified copy being mailed to the Department)
10. A statement describing the role of the designated zone organization (DZO), if any, including the functions, programs and services to be performed by the DZO; and
11. A specific definition of the applicant's LLMA along with a statement explaining why the LLMA used is appropriate for the Enterprise Zone to which it relates; applicants are encouraged to include data on commuting patterns and public transportation or other information demonstrating that for the LLMA used individuals can reside and find employment within a reasonable distance or can readily change jobs without changing their place of residence.