

Application for Zone Certification
Rockland County Empire Zone

Checklist

As an applicant for Certification in the Rockland County Empire Zone, you will need to complete the following steps:

- Establish that the location of your business** (or the proposed location of your business if you are new or moving) **is in the Rockland County Empire Zone.**

Only certain parcels of in Rockland County are included in the Empire Zone. To find out if your location is in the zone, please consult the maps posted on the Rockland County Empire Zone website (<http://redc.org/empirezone.html>) or contact your Zone Coordinator, Steve Porath, at (845) 735-7040 or stevenp@redc.org. Take care to note if your business is located in an “Investment Zone” (Spring Valley, Haverstraw) or in a “Development Zone” (Pearl River-Chestnut Ridge, Clarkstown, Orangetown, Ramapo)

Note: If there is a dispute as to whether or not the parcel in question is a Zone-designated parcel, the Zone Administrative Board may require that you furnish an attestation by a licensed surveyor before your application can be processed.

- Read the Rockland County Empire Zone’s Development Plan**

The Executive Summary of the Development Plan describes the standards and thresholds that will determine if your business meets the criteria to be certified. To obtain a complete copy, contact Steve Porath at 845-735-7040 or stevenp@redc.org.

- Fill out form EZ-1: APPLICATION FOR JOINT CERTIFICATION OF AN EMPIRE ZONE BUSINESS ENTERPRISE**

Note: There are supplemental forms to the EZ-1 that you only need to attach if you (1) require more space for explanations, (2) have leased employees, or (3) are shifting operations from one municipality to another.

You may also choose to submit a confidentiality request (attached to this packet).

Finally, you must sign the attestation form attesting to the truthfulness of the information you have provided.

- Send the application to the Zone Technical Advisor**

For the quickest and most efficient service, you should fill out the form and fax your draft application to Michael N’dolo at (518) 899-9642 so that he can review it for accuracy and completeness. He will contact you with corrections or additions. You can reach Michael at (518) 899-2608. Once the final application is ready, you must have it notarized and send the original and all attachments to:

Via US Mail:
Michael N'dolo
Camoin Associates, Inc.
PO. Box 3367
Saratoga Springs, NY 12866

Via Overnight Services:
Michael N'dolo
Camoin Associates, Inc.
100 Saratoga Village Blvd, Suite #41
Malta, NY 12020

Your application will not be processed unless all required information is attached. Fully completed and executed forms must be received by the first Tuesday of the month to be considered during the Zone Administrative Board meeting.

Attend the Zone Administrative Board Meeting

Held on the second Wednesday of the month at 4:30 in the legislative conference room of the County Office building in New City. Please be prepared to answer questions from the Board on the detail of the application you submitted as well as general information on your business and its plans.

Approval Process

Local approval process:

1. The Zone Coordinator reviews the application package and determines if it is complete and meets the Zone Development Plan.
2. The Zone Administrative Board reviews all applications at its regularly scheduled board meetings.
3. If approved by the Zone Board, the Rockland County Zone Certification Official will sign the application and attest to its meeting the zone's requirements for certification and all applicable laws and regulations. The application is then forwarded to Empire State Development in Albany for their review.

IMPORTANT: the date the Zone Certification Official signs the application is the "effective date" of the certification. Once the state approval process occurs, the certification will be retroactive to this effective date. Most zone benefits are tied to the increase in employment over and above your average employment levels during the year prior to certification (or, in some cases, to the average employment in the four-year period preceding employment). Also note that the official designation date of the Rockland County Empire Zone is July 30, 2006.

State approval process:

1. Empire State Development will conduct an initial review of the application for completeness and determine if the applicant meets minimum state requirements.
2. If complete, it will be forwarded to the Department of Labor to verify conformity to applicable labor laws. The application is also sent the Department of Tax and Finance and the Department of Environmental Conservation.

3. Once approved by the Department of Labor, Empire State Development then issues a certificate for the newly certified business to the Zone Certification Official for signature and forwarding to the business.
4. The Zone Coordinator then sends the newly certified business a packet of information about how to access Empire Zone Benefits and the next steps to take.

Note: If, during the course of review by the state, it is determined that your application is deficient in some manner, you will have an opportunity to respond and appeal the determination. However, you are required to do so within a two-week period, so please be aware of this tight timeframe.