

Spotsylvania County Technology Zone Program Annual Review Application



A complete application must be hand delivered on or before **March First 1st**. **Any questions concerning the Technology Zone Program should be directed to Department of Economic Development at (540) 507-7210.**

Please make a copy of the application for your records. Mail, fax or hand deliver the original application (**only pages 8-10**) to the following address:

Commissioner of the Revenue
Attention: Technology Zone Renewal
P.O. Box 175
Spotsylvania, VA 22553
or
Physical address
9104 Courthouse Rd.
Spotsylvania, VA. 22553

Fax number: 540-582-7421

Please attach the following:

- An official Virginia Employment Commission report for wage verification
- Provide a listing of business property used in the operation of the qualified technology business and include date of purchase, address where equipment is housed, proof of purchase and a detailed depreciation schedule
- Any other information as requested by the Commissioner of Revenue or the Department of Economic Development.

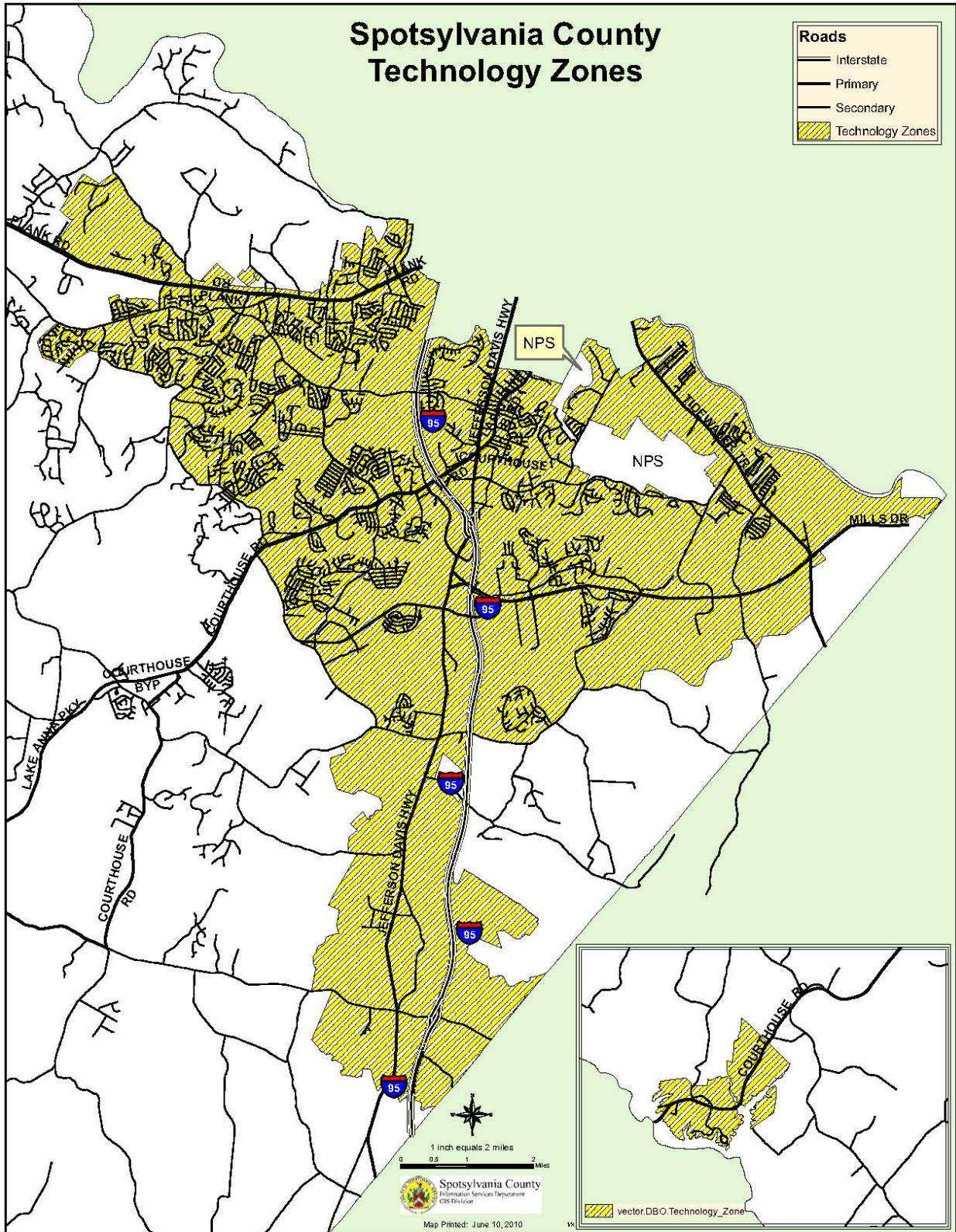
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Spotsylvania County Technology Zones

Roads

- Interstate
- Primary
- Secondary
- Technology Zones



Definitions

Base Year defined as the calendar year preceding the calendar year in which the applicant submits the Technology Zone Program Qualification Application to DED.

Business means any corporation, partnership, electing small business (subchapter S) corporation, limited-liability company or sole proprietorship authorized to conduct business in the Commonwealth of Virginia.

The term "Business" does not include organizations that are exempt from state income tax on all income except unrelated business taxable income as defined in the Internal Revenue Code, Section 512; nor does it include homeowners associations as defined in the Internal Revenue Code, Section 528.

Capital Investments means moneys used by a Technology Business to purchase Fixed Assets and not moneys used for day-to-day operating expenses. Fixed Assets owned by the Technology Business that are moved into the Technology Zone from another location within the County shall not be included in the calculation of Capital Investments.

County Code means the Code of the County of Spotsylvania, Virginia, as amended.

DED means the County's Department of Economic Development.

Employee means a person who is on the payroll of the Technology Business's establishment within the Technology Zone and whose workstation's primary location is within the Technology Zone.

Existing Technology Business means a Technology Business that was actively engaged in the conduct of trade or business in the County prior to an area being designated as a Technology Zone pursuant to this Article.

Fixed Asset means long-lived tangible property owned by a Technology Business that is used by the Technology Business in the production of its income including real estate, plant, machinery and equipment.

Full-Time Employee means an Employee who is employed in a job for an indefinite duration at a Technology Business located in a Technology Zone and is required either:

- (A) To work at least minimum number of hours as determined by the Federal Government to qualify as a Full-Time Employee per week for a period consisting of forty-eight (48) consecutive weeks, or
- (B) Work at least the minimum number of hours as determined by the federal government to qualify as a Full-Time Employee per week for a portion of the calendar year in which the Employee was hired by the Technology Business.

Seasonal, temporary, leased, contract labor or an Employee whose job function is shifted from an existing location within the County to a Technology Business within the Technology Zone is not a Full-Time Employee.

Incentive Period means a five (5) year period during which a Qualified Technology Business receives the benefit of Technology Zone incentives.

Internal Revenue Code means the Internal Revenue Code of 1986, as amended, Title 26 of the United States Code.

New Technology Business means a Technology Business not already existing within the County prior to an area being designated as a Technology Zone pursuant to this Article.

Qualified Technology Business means a Technology Business that has met the qualifications set forth in Section 24-7 and continues to meet such qualifications as required by this Article.

Technology Business means a Business whose primary purpose is the research, development, or manufacture and/or design for lease, sale or license of Technology Products, Processes or Related Services.

Technology Products, Processes or Related Services means engaging in the activities of automation, biotechnology, biomedical research, chemicals, computer hardware, computer software, defense, electronics, energy, environmental, homeland security, manufacturing equipment, advanced materials, medical technologies, pharmaceuticals, photonics, electronic-based subassemblies and components, testing and measurement, Telecommunications, systems integration, information systems, internet software or data and data warehousing or training in the above concentration areas.

In no case will the use of computers or telecommunication services used by a Business in its administrative operations qualify the Business as a Technology Business.

Technology Zone means a specific geographic area or areas created pursuant to Chapter 38, Title 58.1 of the Code of Virginia of 1950, as amended, to foster the development and expansion of Technology Businesses in the County.

Technology Zone Program Annual Review Application means an application to be completed annually, available from the DED to renew and submit data in order to continue receiving incentive rebates.

Technology Zone Program Qualification Application means an application available from the DED to qualify to receive Technology Zone incentives established by this Article.

Telecommunications means internet, e-mail or similar services, but shall exclude voice, telephone and facsimile communications.

Year 1 means the calendar year in which the Technology Business submits a Technology Zone Program Annual Review Application to the Commissioner of Revenue on or before March First (1st) of that year and is qualified as a Qualified Technology Business in such year pursuant to the Certification Procedure described in this Article.

COUNTY OF SPOTSYLVANIA TECHNOLOGY ZONE PROGRAM Annual Review Application

PART I. BACKGROUND INFORMATION

1. Technology Zone Location

Route 1 Corridor Route 2 Corridor Route 3 Corridor

2. Business Firm Identification

(BOTH NUMBERS ARE REQUIRED)

_____ Federal Employee I.D. No. (FEIN) _____ Virginia Employment Commission I.D. No.

3. Name of Business Firm

_____ Legal Name

_____ Trading Name (If different from legal name)

4. Address (Indicate the physical address of the Zone establishment).

_____ Street Address _____ City _____ State _____ Zip Code

5. Principal Mailing Address (Only complete this item if information is different from line 4).

_____ Street or Post Office Box _____ City _____ State _____ Zip Code

6. Date the Business Firm began operation at the location in the Technology Zone: _____
Month/Year

7. Business Firm Contact: _____
Name of Person Business Telephone Number

8. Business Firm Web address _____

9. Qualified Business Activity Code (See Qualified Business Activity Chart) _____

10. Brief description of qualified business activity. _____
(attach second page if necessary)

11. Business/Professional/Occupational Licenses (BPOL) Tax Background

a. BPOL paid to the County for each year in business or up to 3 years.

(If the applicant is a new business place N/A on Line a, and b s and skip to Line c).

\$ _____ Year ____
\$ _____ Year ____
\$ _____ Year ____

b. Add lines above and divide by the number of years entered. This will be your Base Year BPOL figure.

\$ _____

c. BPOL paid to the County in year 1) \$ _____ and subsequent qualifying years;

2) \$ _____ 3) \$ _____ 4) \$ _____ 5) \$ _____

Total BPOL paid in Year 1 through qualifying years.

\$ _____

12. Machinery and Tools Tax Background

a. Machinery and Tools Tax paid to the County for each year in business or up to 3 years.

(If the applicant is a new business skip to Line c and place N/A on Line a and b).

\$ _____ Year ____
\$ _____ Year ____
\$ _____ Year ____

b. Add lines above and divide by the number of years entered. This will be your Base Year Machinery and Tools Tax figure.

\$ _____

c. Machinery and Tools Tax paid to the County in Year 1) \$ _____ and subsequent qualifying years;

2) \$ _____ 3) \$ _____ 4) \$ _____ 5) \$ _____

Total Machinery and Tools Tax paid in Year 1 through qualifying years.

\$ _____

PART II. QUALIFICATION INFORMATION

1. Type of business
 New [] Existing [] What is the business firm's base calendar year used for qualification? _____
2. Employment Verification

Employment Verification is used to determine if the firm has met the Program's minimum employment requirement.

Note: The minimum threshold for an Existing Technology Business is equal to an increase in the average number of full-time employees in the technology zone by ten percent (10%) over the firm's base year or the increase must constitute at least three (3) net new full-time employees to the County, whichever is greater. For a New Technology Business the minimum job threshold in a Technology Zone is five (5) new full-time jobs.

How to Calculate Average Full-time Employment:

Each applicant must calculate the average number of employees it has employed in either the base year and/or qualifying year, depending on whether the firm is a new or existing business.

Note: *New business firms qualifying for the first five-year incentive period, do not have to calculate base year employment. New firms seeking to qualify for a second five-year period will need to calculate the base year employment since they will be treated as an existing business and will need to indicate this on the application.*

- a. Average number of full-time employees employed by the firm during the base calendar year.
 (If the applicant is a new business place N/A on Line a, and skip to Line b). _____
- b. Average number of full-time employees employed by the firm during Year 1. _____
- c. Average number of full-time employees hired after the base year. (Subtract Line a from Line b). _____
- d. Percentage increase in the average number of full-time employees hired after the base year. (Divide Line c by Line b). _____

3. Wage Verification

- a. Average number of full-time employees employed in the base calendar year whose wages were equal to or greater than twenty percent (20%) above the County's average annual salary. _____
- b. Average number of full-time employees employed in Year 1 whose wages were equal to or greater than twenty percent (20%) above the County's average annual salary. _____
- c. Average number of full-time employees employed after the Base Year whose wages were equal to or greater than twenty percent (20%) above the County's average annual salary. (Subtract Line a from Line b). _____
- d. Percent of full-time employees hired after the Base Year whose wages were equal to or greater than twenty percent (20%) above the County's average annual salary. (Divide Line c by Line b). _____

4. Investment Verification

The Investment Verification is used to determine if the business firm has met the Program's minimum investment requirement. A business firm is required to examine the amount of capital investment it has made within the technology zone. For the purposes of this Program capital investment is defined as moneys used by a Technology Business to purchase Fixed Assets and not moneys used for day-to-day operating expenses. Fixed Assets means long-lived tangible property owned by a Technology Business that is used by the Technology Business in the production of its income including real estate, plant, machinery and equipment.

Note: At a minimum a firm must make an added capital investment in the Technology Zone of at least one hundred thousand dollars (\$100,000) for existing technology business and one hundred fifty thousand dollars (\$150,000) for New Technology Businesses if capital investment is being used as the qualifying criteria.

Important

Note: The capital investment made in Year 1 is entered on line (b) and Subsequent capital investment made in each of the following qualifying years (2 through 5) are entered on the following line. If no new capital investment is made after Year 1, enter \$0 for the appropriate qualifying year. Total the amount of capitalized investment made from Year 1 through the last year of qualification.

If a qualified technology business disposes of any capital investments during any of the remaining qualifying years the firm is to enter this information on the lines provided.

Important

Note: The disposal of any capital investment in Year 1 is entered on line (c)(1) and subsequent disposal of capital investments in each of the following qualifying years (2 through 5) are entered on the following line. (Disposal includes any capital investment moved out of the Technology Zone during any qualifying year). If no capital investment is disposed of in any of the qualifying years after Year 1, enter \$0 for the appropriate qualifying year. Total the amount of capitalized investment made from Year 1 through the last year of qualification.

Important

Note: If the net new investment threshold falls below \$100,000 for the Existing Technology Businesses or \$150,000 for the New Technology Businesses the business firm will forfeit any claim to incentives for that year. The same holds true for the employment and wage tests should either fall below the minimum threshold. If the business firm regains the threshold employment, wages and investment necessary to qualify, the business firm can continue to receive incentives for the time remaining in the firm's five-year incentive period.

a. Capital investment made in Year 1) \$ _____ and subsequent qualifying years;

2) \$ _____ 3) \$ _____ 4) \$ _____ 5) \$ _____

Total Capitalized Investment made in Year 1 through qualifying years. \$ _____

b. Disposal of capital investment in Year 1) \$ _____ and subsequent qualifying years;

2) \$ _____ 3) \$ _____ 4) \$ _____ 5) \$ _____

Total disposal of capitalized investment made in Year 1 through qualifying years. \$ _____

c. Total capital investment (subtract line b from line a) \$ _____

PART III. DECLARATION

BUSINESS FIRM REPRESENTATIVE:

I, the undersigned am an authorized representative of the business firm for which the request is made. I declare under penalty of perjury that this request has been examined by me and is, to the best of my knowledge, an accurate statement. I further affirm that the business firm has met the requirements for the Technology Zone Program and understand the claw back provisions as set forth in County of Spotsylvania, Code of Virginia Chapter 38, Title 58.1. All records relevant to the information required by this form shall be made available to the Director of Economic Development/Technology Zone Administrator.

Signature Typed or Printed Name

Title Date

This agreement was witnessed by me this day of _____
month/day/year

Notary Public

My commission expires: _____

Office Use Only
Date Received _____

Year of Qualification
1 [] 2 [] 3 [] 4 [] 5 []

Spotsylvania County Average Annual Salary

Year

Annual Salary for 2009

Salary

35,204.00

Source

VEC 2nd qtr. 2008

Qualified Technology Business Codes

(If you do not find your corresponding code, please write the type of Industry in the space provided on the application)

FACTORY AUTOMATION

AUT-AS assembly manufacturing systems
AUT-AT automatic test equipment
AUT-FM Flexible manufacturing systems
AUT-MC manufacturing control systems
AUT-ME manufacturing measuring equipment
AUT-MH materials handling/shipping equipment
AUT-MT machine tools/press/ equipment
AUT-MV machine vision systems
AUT-RO robots/robotic equipment
AUT-ZZ other factory automation equipment

BIOTECHNOLOGY

BIO-AN animal biotech systems
BIO-CC cell culture technologies
BIO-CT catalysts
BIO-EL bioelectronic equipment
BIO-EQ biotechnology equipment
BIO-GE genetic engineering systems
BIO-IM immunology systems
BIO-MS biomass/biochemicals
BIO-MT biomaterials
BIO-NZ enzyme technology systems
BIO-PE proteins/protein engineering systems
BIO-PL plant biotech systems
BIO-ZZ other biotechnology systems

CHEMICALS

CHE-AP application specific chemicals
CHE-DY chemical dyes/pigments
CHE-EX explosive chemicals
CHE-IG industrial gases
CHE-IN inorganic chemicals
CHE-OR organic chemicals
CHE-PT petrochemicals/petroleum
CHE-RE reagents
CHE-ZZ other chemicals nec

COMPUTER HARDWARE

COM-AI artificial intelligence hardware
COM-AX computer accessories/components
COM-BU business equipment
COM-CB computer boards
COM-CM computer memory systems
COM-CN converters
COM-CP CPUs
COM-IN computer input devices
COM--MC microcomputers
COM-MF mainframes
COM-MN minicomputers

COM-MO monitors

COM-MS supercomputers

COMPUTER HARDWARE CONT.

COM_OU computer output devices
COM-PC peripheral controllers
COM-SN computer hardware for handicapped individuals
COM-SP specialized computers
COM-TR terminals
COM-ZZ other computer hardware nec

DEFENSE

DEF-AS antisubmarine warfare equipment
DEF-CC command/control equipment
DEF-EW electronic warfare equipment
DEFGR defense ground support equipment
DEF-MI Missiles & related equipment
DEF-OR ordnance systems equipment
DEF-ST surveillance/tracking systems
DEF-TS defense training simulation equipment
DEF-WA defense warning systems
DEF-ZZ other defense/military equipment nec

ENERGY

ENR-AL alternative energy systems
ENR-CN conventional energy equipment
ENR-CO energy conservation equipment
ENR-EM energy management systems
ENR-EP electronic power sources
ENR-FU conventional and alternate fuel
ENR-HV hvac equipment
ENR-LI lighting systems
ENR-ME meteorological equipment
ENR-MI mining equipment
ENR-OG oil/gas recovery equipment
ENR-ST energy storage equipment
ENR-TB turbines
ENR-TR electrical power transmission equipment
ENR-TS power plant personnel training equipment
ENR-ZZ other energy equipment nec

ENVIRONMENTAL

ENV-AN environment analysis equipment
ENV-CP control/prevention equipment
ENV-TR treatment/abatement equipment
ENV-WD waste disposal equipment
ENV-ZZ other environmental services and equipment nec

MANUFACTURING EQUIPMENT

MAN-AE aerospace manufacturing equipment
MAN-BP biotechnology and pharmaceutical mfnfg
equipment
MAN-CH chemical processing equipment
MAN-CO computer hardware manufacturing
equipment
MAN-EL electrical apparatus manufacturing
equipment
MAN-EP electronic and photonic manufacturing
equipment
MAN-MA materials processing equipment
MAN-ZZ other manufacturing equipment nec

ADVANCED MATERIALS

MAT-AB abrasives
MAT-AD adhesives
MAT-AM additives/modifiers
MAT-CE ceramics/related materials
MAT-CM composites
MAT-CN construction/building materials
MAT-CO coatings/coating materials
MAT-DE desiccants
MAT-EL electronic materials
MAT-FO foams/foamed materials
MAT-FR fillers/reinforcements

ADVANCED MATERIALS

MAT-ME metals & alloys
MAT-MO monomers
MAT-NF nonmetalliferrous minerals
MAT-NU nuclear materials
MAT-OL oils/lubricants
MAT-PO polymers
MAT-TX textiles/fibers
MAT-ZZ other materials nec

MEDICAL

MED-DE dental equipment
MED-DG medical diagnostic equipment
MED-HA handicap aids
MED-HH home health care products
MED-IM implants/prostheses
MED-MO medical monitoring equipment
MED-RE rehabilitation devices
MED-RP medical reproduction-related equipment
MED-SU surgical/medical equipment
MED-TH medical therapeutic equipment
MED-VT veterinary equipment
MED-ZZ other medical equipment nec

PHARMACEUTICALS

PHA-AH antihistamine drugs
PHA-AI anti-infective agents
PHA-AN antineoplastic agents
PHA-AU autonomic drugs
PHA-BL blood products
PHA-CN central nervous system drugs
PHA-CV cardiovascular drugs
PHA-DI diagnostic agents
PHA-EX expectorant/antitussives
PHA-EY eye, ear, nose and throat preparations
PHA-GI gastrointestinal drugs
PHA-HO hormones/synthetic substitutes
PHA-LA local anesthetics
PHA-ME metabolic/water balance agents
PHA-OC over-the counter drugs
PHA-PA pharmaceutical packaging
PHA-PU pulmonary agents
PHA-RP reproductive organ drugs
PHA-SE serums & related agents
PHA-SK skin/mucous membrane drugs
PHA-VI vitamins
PHA-VT veterinary pharmaceuticals
PHA-ZZ other pharmaceuticals nec

PHOTONICS

PHO-AD acousto-optic equipment
PHO-CA cameras & related equipment
PHO-DI displays
PHO-FO fiber optics & related equipment
PHO-LA lasers/laser related equipment
PHO-OE optoelectronic devices
PHO-OP photonics & related equipment
PHO-ZZ other photonics equipment nec

COMPUTER SOFTWARE

SOF-AC accounting software
SOF-AI artificial intelligence software
SOF-BA banking software
SOF-CN construction software
SOF-CS communications systems software
SOF-DM database/file management software
SOF-ED educational and training software
SOF-FM facilities management software
SOF-FN financial analysis/management software
SOF-GO government software
SOF-HL health services software
SOF-IN insurance software
SOF-LE legal software

SOF-LI library software
SOF-MA manufacturing software systems
SOF-ME media and communications software
SOF-NP non-profit organization software

COMPUTER SOFTWARE CONT.

SOF-NR natural resource management software
SOF-OA office automation software
SOF-PD software development systems
SOF-PM project management software
SOF-PU public utilities software
SOF-RE real estate software
SOF-SM sales/marketing software
SOF-SR service industry software
SOF-TR transportation software
SOF-TS technical/scientific software
SOF-UT utility systems software
SOF-WD warehousing and distribution software
SOF-ZA other applications software nec
SOF-ZZ other software nec

SUBASSEMBLIES & COMPONENTS

SUB-CE electronic connectors/packaging
SUB-CL electrical connectors/packaging
SUB-CM mechanical connectors/packaging
SUB-EM electromechanical devices
SUB-ES electronic subsystems
SUB-ET electron tubes
SUB-ME non-electronic, mechanical devices
SUB-PC passive components
SUB-SE semiconductors/semiconductor devices
SUB-TR transducers
SUB-ZZ other subassemblies/subsystems nec

TEST & MEASUREMENT

TAM-AN analyzers
TAM-CA calibrators
TAM-CR counters/recorders
TAM-DE detection equipment
TAM-ME measurement equipment
TAM-OS oscilloscopes
TAM-PV process variable controllers
TAM-SC scientific/laboratory equipment
TAM-SS security/safety equipment
TAM-ZZ other test & measurement equipment nec

TELECOMMUNICATIONS

TEL-AV audio/video equipment
TEL-BR broadcasting/receiving equipment
TEL-CI communications interfaces
TEL-CS communications security devices
TEL-DC data concentration equipment
TEL-EM electronic mail equipment
TEL-MX multiplexes/modems
TEL-NW communications networks and related equipment
TEL-SI signal-related equipment
TEL-SM satellite and microwave communications related equipment
TEL-TD telecom distribution equipment
TEL-TE telephone/voice equipment
TEL-TR transmission system/equipment
TEL-ZD other data communications equipment nec
TEL-ZZ other telecommunications equipment nec

TRANSPORTATION

TRN-AI aircraft
TRN-AS major aircraft systems
TRN-GS ground support equipment for aircraft
TRN-GT ground transportation equipment
TRN-MA marine systems/equipment
TRN-PR air/spacecraft propulsion equipment
TRN-SI signaling equipment
TRN-SP spacecraft/space vehicles
TRN-SS space systems
TRN-TC traffic control equipment for ground vehicles
TRN-TS training/simulation equipment
TRN-ZZ other transportation equipment nec