



CITY OF MELBOURNE ECONOMIC DEVELOPMENT AD VALOREM TAX ABATEMENT PROGRAM STEPS

TIME FRAME FOR ELIGIBILITY: COMPLETE APPLICATIONS MUST BE FILED SIXTY (60) DAYS PRIOR TO OBTAINING CERTIFICATE OF OCCUPANCY OR THE INSTALLATION OF ELIGIBLE EQUIPMENT	STEP 1 -----ON GOING----->	STEP 2 -----ON GOING----->	STEP 3 -----30 DAYS----->	STEP 4 -----10 DAYS----->	STEP 5 -----5 DAYS----->	STEP 6 -----15 DAYS----->	STEP 7 BY JAN. 15 EACH ELIGIBLE YEAR
	<p>Pre-Application Submittal Meeting between Applicant and City Manager's Office</p> <p>Assists Company with eligibility questions and provides assistance with completing application</p>	<p>Application is submitted to the City Manager's Office. The City Manager determines that Company is preliminarily eligible</p> <p>The City Manager: (1) Qualifies Company (2) Requests report from Property Appraiser (3) Requests EDC economic impact analysis</p> <p>City Manager forwards application to the Property Appraiser and EDC concurrently</p> <p>City Manager sends out letter of inquiry to environmental agencies if existing location or deemed to be hazardous</p>	<p>Property Appraiser conducts analysis, and determines that the Company is eligible</p> <p>Property Appraiser completes report, signs application, and returns to the City Manager</p>	<p>EDC staff conducts economic analysis</p> <p>EDC returns economic analysis to City Manager</p>	<p>City Manager's Office places ordinance on City Council Agenda. Agenda report includes EDC economic analysis, Property Appraiser's report and City staff's recommendation</p>	<p>City Council conducts First Reading and Public Hearing to consider Ordinance.</p> <p>City Clerk places Public Hearing legal notice in local newspaper for Second Reading of Ordinance.</p> <p>Send Property Appraiser final ordinance.</p>	<p>Company files Annual Report with City Manager each year. Company receives exemption</p> <p>City Manager determines eligibility or non-eligibility of Company and presents a consolidated report to the City Council and the Property Appraiser</p>

Note:
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