

Town of Zionsville Application For Tax Abatement

Summary of Procedure

1. Meet with the Boone County EDC Director and/or the Town of Zionsville or Zionsville Redevelopment Commission representative to introduce the project.
2. Complete and sign the Application for Tax Abatement and Statement of Benefits (SB-1) Form. Mail copies of both to each member on the distribution list. Materials must be submitted at least one (1) week prior to the regularly scheduled Zionsville Redevelopment Commission meeting (second Monday of each month). Present project at the Zionsville Redevelopment Commission meeting.
3. Complete and sign the Memorandum of Agreement (MOA). Submit two (2) originals of the Application for Tax Abatement, SB-1 Form and MOA to the Zionsville Clerk/Treasurer's Office in the Zionsville Town Hall. The Town Council encourages but does not require the submission of site plans, elevations or other project renderings at the time of filing. Materials must be submitted at least one (1) week prior to the next regularly scheduled Zionsville Town Council meeting (first Monday of each month). Present project at the Zionsville Town Council meeting for preliminary approval.
4. Following the preliminary approval meeting, notice is given by the Town to all applicable taxing authorities and a final public hearing is held for final approval at a subsequent Zionsville Town Council meeting.
5. Submit one (1) copy of public notice to the local newspaper for publication no later than the third Friday (17 days) before the Town Council meeting at which your application will be heard for final approval. Proof of publication must be submitted to the Town Council at or before the final approval meeting.

Checklist

- Completed and signed Application for Tax Abatement and SB-1 Form
- Map and legal description of proposed site
- Completed and signed Memorandum of Agreement
- File two (2) originals of all documents in the Zionsville Town Hall
- Mail a copy of all documents to each person on the distribution list
- (Optional) Submission of site plans, elevations or other project renderings
- Proof of publication of public hearing in local newspaper

Applicants are recommended to consider hiring an attorney, a site selection consultant, an incentives specialist and/or a similar representative to assist it in the process of completing, filing and presenting the tax abatement application to the Town Council.