

**BUREAU PUTNAM AREA  
(2017) ENTERPRISE ZONE  
613 WEST MARQUETTE ST. OTTAWA, ILLINOIS 61350  
PHONE: 815/433-5830 FAX: 815/433-5832  
Email:sgrosenbach@ncicg.org**

Thank you for your inquiry about the Bureau Putnam Area (2017) Enterprise Zone (BPEZ). The BPEZ includes portions of the communities of Spring Valley, Ladd, Princeton, Hennepin, Mark and Granville and Bureau and Putnam Counties. This enterprise zone certification was first granted by the State of Illinois on July 1, 1987. The BPEZ was newly certified on December 30, 2016.

North Central Illinois Council of Governments is the designated administrator for the BPEZ and we will help you through the process of accessing the enterprise zone benefits that are available.

A preliminary review of your project indicates that your business is located or intends to locate within the Zone and is interested in taking advantage of local Zone benefits. In this regard, please find attached the following:

1. Zone Description and Application Procedures, and
2. BPEZ General Application Form

Please review the information provided and complete the "BPEZ General Application." Several attachments are required to be returned to NCICG with the application – please read carefully!

Please submit the completed application, \$250 application fee, and the required attachments, to Shug Grosenbach at 613 W. Marquette Street, Ottawa, IL.

If you have any questions, please do not hesitate to call NCICG at 815/433-5830.

Sincerely,

Kevin Lindeman  
Executive Director, NCICG

# **BUREAU PUTNAM AREA (2017) ENTERPRISE ZONE**

## **DESCRIPTION**

On July 1, 1987, the Governor designated a ten (10) square mile area in Bureau and Putnam Counties as an Enterprise Zone (BPEZ). After significant legislative changes to the Illinois Enterprise Zone Program, a new BPEZ was certified on December 30, 2016. The Bureau / Putnam Counties Enterprise Zone covers most of Spring Valley and portions of Ladd, Hennepin, Mark, Granville and Princeton, surrounding areas in Bureau County and portions of Putnam County. This area consists of both developed and undeveloped land including three (3) industrial parks.

1. **Background:** The BPEZ is managed by a Zone Management Organization comprised of the Chairmen of the County Boards of Bureau and Putnam County and the Mayors of Spring Valley and Princeton and the Village Presidents of Mark, Granville, Hennepin, and Ladd.

The Zone Management Organization has designated the North Central Illinois Council of Governments (NCICG) as the Zone Administrator. Questions about the BPEZ may be directed to NCICG:

Shug Grosenbach  
North Central Illinois Council of Governments  
Bureau / Putnam Counties Enterprise Zone  
613 W. Marquette Street  
Ottawa, IL 61350  
815/433-5830 Fax: 815/433-5832  
sgrosenbach@ncicg.org

NCICG is responsible for the day-to-day operation of the zone. NCICG will visit your project, prepare reports, provide sales tax exemption certificates and EZ 1 forms for retailers and vendors, and act as a liaison between the Zone Management Organization, the Illinois Department of Commerce and Economic Opportunity (DCEO), and the Illinois Department of Revenue (IDR).

## **INCENTIVES**

Under the State of Illinois program, businesses located or which locate in the zone can be eligible for certain business incentives including the following:

1. **Sales Tax on Building Materials:** A local sales tax deduction of 1 1/4% and a state sales tax deduction of 5% on construction materials used for zone located real property improvements (sales tax rates vary from community to community).
2. **Property Tax Abatement:** Bureau County authorizes and directs the County Clerk (s) of Bureau and Putnam Counties to abate ad valorem taxes imposed upon real property located within the County, which lies within the Enterprise Zone area ("Zone Area") as from time to time certified by the State of Illinois, and upon which new improvements have been constructed or upon which existing improvements have been renovated or rehabilitated, subject to certain conditions.

3. **Investment Tax:** A .5% investment tax credit against the state income tax for investments in qualified property which is placed in service in the enterprise zone.
4. **Manufacturing Machinery and Equipment Sales Tax Exemption:** This exemption requires an application and certification through the Illinois Department of Commerce and Economic Opportunity. This exemption also requires the creation of 200 full-time equivalent jobs or retention of 2,000 jobs in Illinois plus capital investment thresholds.
5. **Utility Tax Exemption:** This exemption requires an application and certification through the Illinois Department of Commerce and Economic Opportunity. A 5% tax exemption on gas and electricity is available for businesses that create 200 full-time equivalent jobs or retain 1,000 full-time equivalent jobs plus capital investment thresholds.

## **ELIGIBILITY**

To be eligible for incentives, two basic criteria must be met: location and timing.

**Location** – A project must be located within the area designated as the Bureau Putnam Area (2017) Enterprise Zone. To determine whether a project site is located within the Zone, outline the exact project location on a map (e.g. Google aerial), email the map to the Zone Administrator, NCICG, ([sgrosenbach@ncicg.org](mailto:sgrosenbach@ncicg.org)). The location within the Zone will then be confirmed.

**Project Timing** – For eligible projects, Enterprise Zone applications must be submitted with all required attachments, and certified by the Zone Administrator **PRIOR** to any site preparation, site improvements, or construction **of any sort**.

## **APPLICATION PROCEDURE FOR BUSINESSES**

1. **Proper Zoning:** If real property improvements are to be undertaken, make sure the parcel on which real property improvements are proposed is properly zoned for such improvements.
2. **Building Permit:** Apply for building and other permits from Spring Valley, Ladd, Granville, Princeton, Hennepin, Mark, Bureau County, or Putnam County, as appropriate. The building permit, once approved, is a required attachment to the BPEZ Benefits General Application.
4. **List of items to submit to NCICG – Zone Administrator:**
  - Completed BPEZ General Application form
  - A building permit,
  - A project location map (e.g. Google aerial with exact project boundaries indicated).
  - \$250.00 application fee
  - A copy of the latest project parcel property tax bill. If you are purchasing the parcel, please include the previous owner's property tax bill, a legal description of the parcel purchased, and the parcel purchase price.
  - EZ 1 Building Materials Exemption Certification form (if necessary).
5. **Application Review:** The Zone Administrator will check to see that all necessary information is in order. When the required information is received, NCICG will send you notification that the project is certified and work can begin.

6. **Sale Tax Exemption:** Once notified of certification, contact Shug Grosenbach at NCICG ([sgrosenbach@ncicg.org](mailto:sgrosenbach@ncicg.org)) to begin the process to qualify for sales tax exemption.

Anyone who will be purchasing qualified building materials for the project (Purchaser) (e.g owner, contractor, sub-contractor) must work with the Zone Administrator (NCICG) to receive exemption certifications.

A “Building Materials Exemption Certificate” MUST be provided to each retailer used for the project (see below).

An “EZ 1 Building Materials Exemption Certificate” must be completed and given to the retailers for **EACH** purchase made for the approved project at the time materials are purchased (see below).

The following documents are to be retained by the retailer/seller of the merchandise:

Copy of the Building Materials Exemption Certificate.

Copy of the EZ 1 Building Materials Exemption Certification for each purchase.

Copy of Invoice (the Invoice must show the amount of the sales tax deduction)

NOTE: The Illinois Department of Revenue has sent detailed information on this requirement to all appropriate retailers

**BUREAU PUTNAM AREA (2017) ENTERPRISE ZONE BENEFIT**  
**GENERAL APPLICATION**

PROPERTY ID # \_\_\_\_\_  
DATE: \_\_\_\_\_

**COMMERCIAL/INDUSTRIAL INFORMATION**

**PART I - PROJECT INFORMATION (all questions must be answered)**

1. Name of Owner: \_\_\_\_\_  
Personal Phone: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name of Business: \_\_\_\_\_

3. Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Location of Proposed Project: Spring Valley \_\_\_\_\_ Princeton \_\_\_\_\_ Mark \_\_\_\_\_ Granville \_\_\_\_\_  
(unincorporated) (unincorporated)  
Ladd \_\_\_\_\_ Bureau County \_\_\_\_\_ Putnam County \_\_\_\_\_ Hennepin \_\_\_\_\_

5. Name of Business/Company (if different from applicant):  
\_\_\_\_\_

6 Street Address of Proposed Project: (include aerial map with project area marked)  
\_\_\_\_\_

6a. Federal Employment Identification Number (FEIN): \_\_\_\_\_

6b. Unemployment Insurance Number (UIN): \_\_\_\_\_

6c. NAICS Code (6 digit industry code): \_\_\_\_\_

7. **Boundaries of Proposed Project Area:** Attach legal description of property if available, or provide general description using streets, alleys, railroads, or other such features. Be sure to include any existing facilities which are to be incorporated into the project. Indicate the property's current zoning classification.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. **Description of Proposed Project:** Provide a general description of the proposed project including the general nature of improvements relating to any rehab/remodeling of existing structures, new construction, major paving, or new equipment. Use an additional sheet if necessary.

Type and Style of Construction \_\_\_\_\_

Building Size \_\_\_\_\_ Lot Size \_\_\_\_\_

Type of Business \_\_\_\_\_

General Project Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Project Classification: Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

10. Expected Date of Project Start: \_\_\_\_\_

Expected Project Completion Date: \_\_\_\_\_

**Abatement of real estate taxes will not be given over amount declared. Tax Increment Financing (TIF) District by state law cannot receive real estate tax abatement.**

11. Estimated Cost of Improvements:

Remodeling/Rehabilitation:

New Construction:

Building Materials Cost: \_\_\_\_\_

Building Materials Cost: \_\_\_\_\_

Other Costs: \_\_\_\_\_

Other Costs: \_\_\_\_\_

Total: \_\_\_\_\_

Total: \_\_\_\_\_

Cost of Land: \_\_\_\_\_

Capital/Equipment: \_\_\_\_\_

TOTAL PROJECT COST: \_\_\_\_\_

12. # of Full-Time Equivalent Jobs (FTE):

1. Number of Current Full-Time or FTE Employee position that the business has at the project location described in this application that will be retained as a result of this project. \_\_\_\_\_

2. Number of Full-Time or FTE employment positions to be created within twenty-four (24) months of project occupancy as a result of new investment. \_\_\_\_\_

NOTE: Full-Time Equivalent jobs are calculated by dividing the total number of hours worked at the qualifying business by all employees, whether salaried or hourly, by 1,820. Do not count construction jobs.

**AFFADAVIT:**

I certify with this signature that all information contained in this application is correct as of the date of the application. I further certify and understand the rules and regulations of the Illinois Enterprise Zone Program as described herein as they apply to the project described above. **I also certify that I must, by law, report annually to the Department of Revenue the amount of exempt building materials purchased under the certificate. Please go to the “Business Incentives Reporting and Building Materials Exemption Certification” tab at tax.illinois.gov for the reporting deadline.**

\_\_\_\_\_  
Signature – Project Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CERTIFICATION OF ELIGIBILITY**

This is to certify that the project named above is located within the Bureau / Putnam Counties Enterprise Zone and is eligible for the State of Illinois and Local Sales Tax Exemption on building materials associated with rehabilitation, renovation, and/or new construction for this project. Once the rehabilitation, renovation, and/or new construction is complete and all building materials required for this project have been acquired, the owner, general contractor and/or sub-contractor are no longer eligible for exemption for this project. Any new project on the same site/premises will require a separate certification by the Illinois Department of Revenue, via NCICG. Please retain a copy of this application for your records.

\_\_\_\_\_  
Shug Grosenbach, NCICG  
Zone Administrator

\_\_\_\_\_  
Submission Date