

## **City of Newport News Incentive Application**

The City of Newport News has created several designated tourism zones within the City limits in an effort to attract more investment into areas prioritized in the City-wide Tourism Development Plan and Retail Development Strategy as well as the City's Comprehensive Plan. Qualified new or expanding businesses that are interested in locating in one of these zones may be eligible for incentives.

The City of Newport News' Tourism Zones ordinance outlines the eligibility requirements for projects to be considered for incentives.

In the Upper Warwick Boulevard / Denbigh, the Southeast Community and the Greater Hilton Tourism Zones, the eligibility requirements for new and expanding businesses are as follows:

- For existing businesses that are expanding, a minimum of two (2) new Full-Time Equivalent (FTE) jobs or at least a \$125,000 capital investment.
- For new businesses locating in the City, a minimum of four (4) FTE jobs or at least a \$250,000 capital investment.

In the Patrick Henry Tourism Zone, the eligibility requirements for new and expanding businesses are as follows:

- For existing businesses that are expanding, a minimum of four (4) new FTE jobs or at least a \$250,000 capital investment.
- For new businesses locating in the City, a minimum of eight (8) FTE jobs or at least a \$500,000 capital investment.

The level of incentives is determined based on the size of the capital investment, the number of jobs created and how the project meets the following areas of interest to the City of Newport News.

- Increase in local tax generation
- Business, Professional, and Occupational Licenses (BPOL) tax generation
- Annual Contribution to City's Strategic Priorities
- Environmental Innovation
- Contribution to public art
- SWaM Certified Business

Each project must submit a project description and financial projections, along with an incentive application, to the Secretary/Treasurer of the Economic Development Authority of the City of Newport News, Virginia (EDA). Once the application is received, EDA staff will review and score each project based on a weighted scale, which addresses the areas of interest described above. Each project will then be assigned a recommended incentive package, which will include the amount and duration of the incentive. The EDA Board will review the project and the

recommended incentive package, and take action to approve, modify, or deny. Annual performance reports are required from each company receiving an incentive agreement. For Tourism Zone projects, the incentive value, for up to a ten-year term, is generated from among the following:

- Reduction or waiver of BPOL taxes
- Performance grants on tax revenue generation from meals, lodging, admissions, and local sales, as applicable

Please refer to the specific provisions in the ordinance.

Applicants are encouraged to contact the Department of Development prior to submitting the application by calling (757) 926-8428 or writing to Mallory Butler [mbutler@nva.gov](mailto:mbutler@nva.gov).

**City of Newport News  
Incentive Application**

**Applicant/Company Information**

1. Company Name: \_\_\_\_\_  
Contact/Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Project Information**

2. Description of business (submit a business plan or a narrative that provides the following information):
  - a. Describe the business' history, including activities, products, services, etc.
  - b. Describe how business fits into the local tourism economy.
  - c. Describe the operation and/or financial relationships with any parent or subsidiary, and describe any changes in ownership that may occur as a result of this project.
  - d. Five-year revenue projections.
3. Describe project in detail and answer the following questions (attached on additional paper):
  - a. Is this a new facility/site, expansion, and/or acquisition?
  - b. Will the business purchase, lease or construct the facility? (Include square footage of facility and acreage of site.)
  - c. What type of operation is this?
  - d. What is the primary product or service to be provided at this site?
  - e. Initial full-time and part-time employees and projections for the term.
4. Project Location: \_\_\_\_\_  
Street Address: \_\_\_\_\_
5. Project Start Date: \_\_\_\_\_

Applicants Signature: I understand that checking the box below is the equivalent of signing my name.

I accept:  Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

**UPON COMPLETION, PLEASE CLICK SUBMIT BELOW WITH THE ELECTRONIC SIGNATURE OPTION OR SIGN AND RETURN THIS FORM WITH YOUR APPLICATION TO THE DEPARTMENT OF DEVELOPMENT AT 2400 WASHINGTON AVENUE, 3<sup>RD</sup> FLOOR, NEWPORT NEWS, VA 23607**

**PUBLIC INFORMATION DISCLOSURE:**

**The undersigned understands and agrees that all information furnished in connection with this application for Tourism Zone incentives involves the use of public funds and as such may be made public pursuant to the statutes of the United States of America and the Commonwealth of Virginia.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**