**BOARD OF CASSIA COUNTY COMMISSIONERS**

**APPLICATION REQUIREMENTS FOR THOSE SEEKING A**

**PROPERTY TAX EXEMPTION FOR CERTAIN BUSINESS PROPERTY PURSUANT TO IDAHO CODE § 63-602NN**

**I. Application Requirements**

A. An applicant seeking an exemption for all or a portion of certain business property pursuant to Idaho Code § 63-602NN must submit to the Board of Cassia County Commissioners the following information:

1. A short cover letter asking that the exemption be granted for a Defined

Project pursuant to Idaho Code § 63-602NN, describing the years for which the

application is being submitted, and for what portions of the facility the exemption

is sought.

2. Concurrently with the cover letter a written plan must be submitted

describing these six matters:

a. A description of the commercial or industrial facility to be constructed and

associated personal property to be installed, a schedule of construction, and

an analysis outlining how the applicant proposes to comply with the "new

plant and building facilities" test;

b. A description of the items of tangible personal property or

intellectual property that will be manufactured in the facility;

c. An analysis on how the facility will meet the test of "investment in

new plant", *i.e.* will the investment be a qualified investment, an investment

in buildings or structural components of buildings, or a combination of the

two;

d. A description of how the applicant proposes to meet the "tax

incentive criteria" including actual capital investment exceeding Five Hundred Thousand Dollars ($500,000) and an analysis of projected (or actual) significant economic benefits from the new facility provided to the community;

e. A statement of the first tax year for which the applicant requests an

exemption and a description of how the project period test will commence

(or how it has already commenced); and

f. A description of the project site.

B. The applicant must also agree in writing to sign the Cassia County Business Property Tax Incentive Exemption Contract.

**II. General Information**

* The exemption cannot be prorated for portions of a year.
* The plant or building facilities will be for nonretail purposes that are either commercial or industrial.
* The Board of Cassia County Commissioners cannot grant the exemption retroactively.
* Site improvements which may add value to land, but are not otherwise categorized as improvements for property tax purposes are not eligible for this exemption.
* Should the Board of Cassia County Commissioners, in the exercise of its discretion, determine that the tax incentive criteria have been met and grant the exemption for all or a portion of the facility, it may do so for a maximum of five years from the date the "Project Period" begins to run or the remaining number of years of the "Project Period" if an application is received after the ''Project Period" has commenced.
* In order for an applicant to receive an exemption for the year in which the application is received, the application must be received by the Board of Cassia County Commissioners no later than 5:00 p.m. of the third Monday in June of that year. Applicants are, however, encouraged to submit an application for this exemption no later than December of the year preceding the year for which they might first qualify. Early application allows an applicant to provide any additional information that may be missing within the time limits granted the Board of Cassia County Commissioners for decision making.
* The legislature has authorized the Board of Cassia County Commissioners to enter into an agreement with a successful applicant regarding continuing benefit requirements during the Project Period. Accordingly, applicants need only apply for this exemption the first year and do not have to file an annual application as would be required for other exemptions. Applicants may be required to provide regular updates to the Board of Cassia County Commissioners regarding compliance with the contract.