

Checklist

Application for Zone Certification Watertown Empire Zone

As an applicant for Certification in the Watertown Empire Zone, you will need to complete the following steps:

- Establish that the location of your business** (or the proposed location of your business if you are new or moving) **is in the Watertown Empire Zone.**

Only certain parcels of the City and Town of Watertown are included in the Empire Zone. To find out if your location is in the zone, you may consult the following website for an interactive map of Empire Zone parcels:

<http://www.watertownempirezone.com/about.html>

You may also contact your Zone Coordinator for help with determining if your location is in the zone. Your Zone Coordinator is Michael N'dolo, who works for Camoin Associates, Inc. of Saratoga Springs and can be reached by phone at (315) 782-1167; by fax at (518) 899-9642 or by email at michael@camoinassociates.com.

Note: If there is a dispute as to whether or not the parcel in question is a Zone-designated parcel, the Zone Administrative Board may require that you furnish an attestation by a licensed surveyor before your application can be processed.

- Read the Watertown Empire Zone's Development Policy**

You will want to pay particular attention to "Section VI. Certification Requirements" as it contains the exact standards and thresholds that will determine if your business meets the criteria to be certified. Also, pay close attention to "Section VII Decertification". The Zone Development Policy is included in this application packet.

- Fill out form EZ-1: APPLICATION FOR JOINT CERTIFICATION OF AN EMPIRE ZONE BUSINESS ENTERPRISE**

Note: There are three supplemental forms to the EZ-1 that you only need to attach if you (1) require more space for explanations, (2) have leased employees, or (3) are shifting operations from one municipality to another.

Note: Questions on the EZ-1 regarding Worker's Compensation, Disability and Unemployment Insurance numbers are generally required of all applicants, even new businesses. Attached to this packet is a full explanation from the Department of Labor as to which types of new businesses must supply this information.

- Send the application to the Zone Coordinator**

