



**Queen  
Anne's  
County**



**QUEEN ANNE'S COUNTY**  
ECONOMIC DEVELOPMENT

**County Commissioners:**

James J. Moran, At Large  
Jack N. Wilson, Jr., District 1  
Stephen Wilson, District 2  
Phillip Dumenil, District 3  
Chris Corchiarino, District 4

Jean E. Fabi, Economic Development Manager  
425 Piney Narrows Road  
Chester, MD 21619  
Telephone: (410) 604-2100  
County Cell: (410)490-4695  
Fax: (410) 604-2101

**APPLICATION FOR COMMERCIAL PROPERTY TAX CREDIT  
In Accordance with CO 11-24 and CO 13-18**

1. Business name and address (for correspondence purposes):

Name	
Street Address	
P. O. Box	
City	
State	
Zip Code	

2. Location address (if different than above):

Name	
Street Address	
P. O. Box	
City	
State	
Zip Code	

3. Federal Employer Identification Number of the Business: \_\_\_\_\_

4. Real Property Account Number: \_\_\_\_\_

5. Date new or expanded premises was acquired or renovations completed: \_\_\_\_\_

6. Building Permit Number and/or Use Permit Number: \_\_\_\_\_

7. Occupation date for new permanent full-time employees: \_\_\_\_\_

8. Identify the nature of the new construction, renovations, additions, alterations or expansion of the premises in detail (for example addition of 10,000 s.f. at 123 Main Street, Stevensville, or new 10,000 s.f. building constructed at 123 Main Street, Stevensville). Note: in order to qualify for tax credit, the increase in the assessable tax base must be \$25,000 or more (Reference CO-11-24 Amend. 1 and CO-13-18):


Commercial Real Property Tax Credit  
Application

9. Number of New Permanent Full-Time Positions to be created over the course of thirty-six (36) months resulting from the establishment or improvement to the commercial property in Queen Anne’s County, Maryland. Note the minimum eligible needed to meet the requirement is twelve (12) (in accordance with CO 13-18): \_\_\_\_\_.
10. Has the business or another taxpayer received a tax credit or exemption for the new or improved premises during the same taxable year by any other state or county law? (Note: Properties within the Enterprise Zone are not eligible for this tax credit.)  
 Yes. Detail: \_\_\_\_\_  No.
11. Have you received a notice of reassessment? This credit does not apply until reassessed.  
11A. Assessed value of improvement: \$\_\_\_\_\_
- 11B. Attach a copy of the State Department of Assessments and Taxation Assessment Certification.

Owner must secure assessment information substantiating the increased value (#8 on application) of the real property due to the improvements made to the property. This information can be obtained from the State Department of Assessments and Taxation, 6 St. Paul Street, Baltimore, MD. For additional information, please contact SDAT at the following:

Phone (410) 767-8250  
Fax (410) 333-4626

The property owner/leasee must apply to the Department of Finance for a tax credit within 90 days of receipt of an assessment notice reflecting the eligible assessment. The property owner must certify the date on which he/she receives the assessment notice and the Department of Finance must receive the application within 90 days of that date. This 90 day time frame is NOT flexible and is strictly applied.

I hereby certify that I am authorized to act on behalf of the above applicant and attest that the information provided herein is true and accurate. I understand that the applicant must submit documentation reasonably necessary to verify the above information including, but not limited to, payroll records and employee timesheets and such other documentation necessary to verify the above information for the taxable year for which the credit is sought and for the thirty-six (36) months following the last year in which the tax credit is granted. I further understand that submission of a false or fraudulent application or the withholding of information to obtain a tax credit is a Class A violation and further subjects the applicant to repayment of all taxes with interest and penalties, and court costs and expenses in the event a civil action for collection is filed.

\_\_\_\_\_  
Authorized Official (print name) Title

\_\_\_\_\_  
Authorized Official (signature) Date

Mail completed application and attachments to: Jean Fabi, Economic Development Manager  
Queen Anne’s County  
Department of Economic and Tourism Development  
425 Piney Narrows Road  
Chester, MD 21619

Commercial Real Property Tax Credit  
Application

**FOR COUNTY USE ONLY:**

Employment Verification (Provide attachment with additional contact information):

Year 1: _____	No. New of Full-Time Employees: _____	Verified by: _____
Year 2: _____	No. New of Full-Time Employees: _____	Verified by: _____
Year 3: _____	No. New of Full-Time Employees: _____	Verified by: _____