

**GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS
APPLICATION FOR OPPORTUNITY ZONE DESIGNATION**

Please PRINT the following information:

Applicant Government: _____

Contact Person: _____

Phone Number: _____ **Email Address:** _____

Mailing Address: _____

APPLICATION CHECKLIST: Check to make sure all the following items on the checklist are included in your submission, and include this checklist with 1 original copy of your application, as well as 3 photocopies. Please refer to the DCA Rules, Chapter 110-24-1 for further information.

- Cover letter to Camila Knowles, Commissioner of Community Affairs, signed by chief executive officer of all governments joining in the request for designation
- Certified copy of all applicable enterprise zone ordinances, resolutions, and amendments (as applicable)
- Certified copy of all of local government resolutions establishing urban redevelopment area(s), urban redevelopment plan(s) including amendments and related resolutions (as applicable)
- Certification from the local government’s attorney that the enterprise zone ordinances, resolutions and policies or the authorizing resolutions for the urban redevelopment plan were adopted in accordance with applicable law and applicable public hearing requirements. (In the case of an enterprise zone or redevelopment plan that includes multiple local governments, the local government attorney in each jurisdiction must execute a certification.)
- Narrative outlining a brief history of the proposed Opportunity Zone and a description of the blighting conditions within the proposed zone.
- Narrative explaining the community’s revitalization strategy for the area, as well as describe what efforts the community has made towards accomplishing their strategic goals for the proposed zone. Also, please identify those individuals in the community who are specifically working on the revitalization of the proposed zone.
- Describe any potential conflicts of interest. (For instance, does an elected official own property within the proposed zone?)
- Representative sampling of photographs keyed to a map
- A property tax parcel table that includes parcel number, owner, address, current tax value, acreage, use and condition for each tax parcel included in the proposed zone
- Documentation of pervasive poverty, under-development, general distress, and blight, including:
 1. Unemployment rate information for the previous five years for areas incorporating the proposed zone compared to the jurisdiction or county as a whole.
 2. Building permit information for the previous three years for parcels within the proposed zone compared to the jurisdiction as a whole.

3. Business license information for the previous three years for parcels within the proposed zone compared to the jurisdiction as a whole.
 4. Vacancy rate estimates for the previous three years for parcels within the proposed zone compared to the jurisdiction as a whole.
 5. Code enforcement actions for the previous three years for parcels within the proposed zone compared to the jurisdiction as a whole.
 6. Crime rate information (i.e. crime per 1,000) for the previous three years for the proposed zone compared to the jurisdiction as a whole.
 7. Information on the number of abandoned, obsolete, deteriorated or dilapidated structures within the proposed zone at the time of application.
- Digital copy of application (on thumb drive – CDs not accepted)
 - Hard copy of map showing Urban Redevelopment Area or Enterprise Zone boundaries, local government (city/county) limits, and individual parcels within the proposed Opportunity Zone boundaries
 - Digital GIS files detailing the proposed Opportunity Zone (i.e. shapefiles or geodatabase feature classes (with prj). Applicant may submit maps via CD or Internet file transfer program provided by DCA. Digital maps should include individual boundary polygons as listed below:
 1. Urban Redevelopment Area or Enterprise Zone boundary file
 2. Parcel file (just the parcels in the OZ) must include parcel ID number
 3. Boundary file for the Opportunity Zone

Include this form along with your original application, as well as 3 copies of the application to:

*Department of Community Affairs
Office of Economic Development
Attn: Cherie Bennett
60 Executive Park South, NE
Atlanta, Georgia 30329*

If you have questions, please contact: Cherie Bennett at 404-831-2058 or cherie.bennett@dca.ga.gov