



**CHECK LIST FOR APPLICANTS
TAX AND BUSINESS INCENTIVE PROGRAM
TOWN OF EAST HADDAM, CONNECTICUT**
www.easthaddam.org

- ✓ Contact Economic Development Administrator edcadmin@easthaddam.org
- ✓ Read Tax and Business Incentive Program-fulfilling all of Section E. General Requirements conditions
- ✓ Complete Application and submit two copies to the Board of Selectmen's office (begin review period by Town)
- ✓ 45-day review period with the Economic Development Commission/Economic Development Administrator-applicant may during this time be asked to provide additional data or conduct a site visit(s)
- ✓ 30-day deliberation period for Economic Development Commission to provide recommendation to the Board of Selectmen
- ✓ Board of Selectmen review recommendation and choose whether to enter into a legal agreement contingent upon approval process
- ✓ With assistance from Economic Development Administrator follow the local approval process:
Board of Selectmen(above)>Board of Finance>Board of Selectmen>Town Meeting
Based on timing between regularly scheduled meetings this could take up to 6-8 weeks
- ✓ Must begin construction within six months of affirmative Town Meeting
- ✓ Must complete construction within 24 months of affirmative Town Meeting
- ✓ Obtain Certificate of Occupancy
- ✓ The fixed assessment period shall commence the first fiscal year for which a tax list is prepared by the Town Assessor, on the October 1st immediately following the issuance of a Certificate of Occupancy