



Economic Development Incentive Policy & Program Guide

Government Relations Department

Economic Development Division

9000 Town Center Parkway

Lakewood Ranch, FL 34202

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OVERVIEW OF MANATEE COUNTY'S INCENTIVE PROGRAM

Manatee County's Economic Development Division is committed to providing a streamlined, business-friendly environment that supports companies from initial interest through project completion. Each project is assigned a dedicated point of contact to guide applicants through incentives, permitting, and interdepartmental coordination. This centralized approach reduces delays, improves communication, and ensures clear direction throughout the process.

All incentive programs are performance-based and require compliance with established eligibility criteria and approval processes. Incentives are not intended to be layered; instead, each project is evaluated holistically and matched with the most appropriate incentive vehicle based on capital investment, job creation, industry sector, and geographic location within the County. Incentives are discretionary and not entitlement. Approval of any incentive is at the sole discretion of the Board of County Commissioners. Incentive agreements may include performance-based provisions, including claw back or repayment requirements, if agreed upon job creation, wage, or investment targets are not met. All incentives are subject to the availability of funding and annual budget appropriations.

TARGET INDUSTRIES

Manatee County prioritizes economic development projects that align with targeted industries, including but not limited to:

- Advanced Manufacturing
- Logistics, Distribution, and Supply Chain Operations
- Life Sciences, Healthcare, and Biotechnology
- Marine and Maritime Industries, including Port-related operations
- Corporate Headquarters and Professional Services
- Aviation and Aerospace, including maintenance and operations

MANATEE COUNTY INCENTIVES

Manatee County's incentive programs are designed to support high-impact projects that generate long-term economic benefit, strengthen the tax base, and enhance quality of life. Priority consideration may be given to projects located within targeted redevelopment areas, TIF districts, or other strategic growth areas identified by Manatee County.

Business Scoping Services

Provides businesses with access to a coordinated team of Manatee County staff and partners to evaluate potential development sites. Information includes zoning, utilities, transportation, infrastructure, and life safety considerations. A Scoping Request Form is required.

Rapid Response

A coordinated and accelerated development review process for new and expanding businesses.

Who qualifies:

Businesses locating or expanding in Manatee County with projects requiring development review.

Key requirements:

- Coordinate with Manatee County staff prior to submission
- Participate in a scoping or completeness review meeting
- Submit complete development plans

Unique conditions:

Includes a dedicated Completeness Review Meeting and expedited permitting timelines. Coordination is provided across Building and Development Services, Utilities, and Public Works.

Maritime Apprenticeship Program

A workforce development initiative designed to support Marine and Maritime Industries, including Port-related operations, through structured apprenticeship and skills training programs.

Who qualifies:

Maritime and marine-related employers in Manatee County, including businesses engaged in boating manufacturing, marine services, logistics, and related industries, that partner with CareerSource Suncoast.

Key requirements:

- Partner with [CareerSource Suncoast](#) to identify workforce needs
- Participate in an approved apprenticeship or training program
- Provide documentation of employee participation and completion
- Maintain compliance with all program guidelines

Unique conditions:

This program is delivered in partnership with CareerSource Suncoast, which serves as the primary workforce partner and works directly with employers to design customized training programs aligned with industry needs. The program is intended to support operations at Port Manatee, including businesses located on port property and in port-adjacent areas; however, it is open to all eligible maritime-related employers throughout Manatee County. Incentives of up to \$3,000 per position may be available to offset training-related costs. Payment is issued based on proof of completion and achievement of program milestones.

Upskill Manatee Apprenticeship Program

A workforce training incentive supporting apprenticeship and customized training.

Who qualifies:

Employers partnering with [CareerSource Suncoast](#).

Key requirements:

- Participation in approved training programs
- Coordination with CareerSource Suncoast
- Proof of completion required

Unique conditions:

Up to \$3,000 per position. Payment is issued upon proof of completion.

Economic Development Ad Valorem Tax Exemption

A property tax abatement for qualifying manufacturing businesses or corporate headquarters.

Who qualifies:

Manufacturers establishing or expanding in Manatee County.

Key requirements:

- Must be approved prior to construction or equipment installation
- Must create jobs above Manatee County average wage
- Must engage in qualifying manufacturing activities

Unique conditions:

Requires separate application process and Board approval. Projects started prior to approval are not eligible.

ELIGIBILITY REQUIREMENTS

To be considered for Manatee County Economic Development Incentives, applicants must meet the following criteria:

Basic Eligibility

- Be a For-Profit Entity – Incentives are available only to for-profit businesses. Applicants must be legally organized, registered to operate and physically located in the State of Florida, and in good standing with all applicable regulatory agencies.
- Operate in Manatee County – The applicant must establish new operations or expand an existing presence within Manatee County.

Project Requirements

- Provide Capital Investment or Community Benefit – Projects must include substantial capital investment or demonstrate a defined community benefit aligned with County priorities.
- Create Quality Jobs – Projects must create jobs that provide measurable economic benefit, with wages competitive relative to the Manatee County average.
- Demonstrate Material Impact – Applicants must show the incentive meaningfully influences the decision to locate, expand, or retain operations in Manatee County.

Process Requirements

- Pre-Application Meeting – Applicants must meet with Manatee County staff prior to submission.
- Application Submission – A complete and accurate application, including all supporting documentation, is required.
- Adhere to Timing Requirements – Actions taken prior to application submission (e.g., public announcements, leases, hiring) may affect eligibility.
- Provide Additional Information – Applicants must submit all requested materials in a timely manner.

*Manatee County reserves the right to audit project performance, supporting documentation, and compliance with incentive agreements at any time.

HOW TO APPLY

Manatee County's Economic Development Incentive process is designed to be clear, transparent, and business-friendly. To ensure efficient review, applicants are strongly encouraged to engage with Manatee County staff early in the process and maintain open communication throughout.

Step 1: Early Coordination

Businesses considering incentives should contact the Economic Development Division as early as possible. Early engagement helps confirm eligibility, identify the most appropriate programs, and avoid actions that could impact qualification.

Step 2: Pre-Application Meeting

Prior to submission, applicants should participate in a pre-application meeting with Manatee County staff. This meeting provides an opportunity to review the project, discuss eligibility criteria, outline the process and identify any additional steps such as Rapid Response permitting or other required approvals.

Step 3: Application Submission

Applicants must submit a complete and accurate incentive application, including all required supporting documentation such as a project narrative and any materials requested by staff. Incomplete applications may delay review.

Step 4: Staff Review and Evaluation

Manatee County staff will evaluate the application based on eligibility, economic impact, and alignment with Manatee County priorities. Additional information or clarification may be requested during this stage.

Step 5: Board Consideration (if applicable)

Some incentives require approval by the Board of County Commissioners. Qualified projects will be scheduled for a public meeting, where the Board will review and make a final determination.

Step 6: Agreement and Ongoing Compliance

Approved projects may be required to enter into a formal agreement outlining performance. Manatee County reserves the right to audit project performance, supporting documentation, and compliance with incentive agreements at any time.



Economic Development Division

Incentive Application

Section 1: Eligibility Guidelines for Economic Development Incentives

Eligibility Requirements:

- Be a for-profit entity in good standing, legally organized and registered to operate in Florida.
- Establish or expand operations in Manatee County.
- Make a significant capital investment or provide defined community benefit aligned with County priorities.
- Create quality jobs with competitive wages relative to the Manatee County average.
- Participate in a pre-application meeting with County staff.
- Submit a complete application with all required documentation.
- Comply with timing requirements, noting that prior actions may affect eligibility.
- Provide additional information as requested in a timely manner
- Manatee County reserves the right to audit project performance, supporting documentation, and compliance with incentive agreements at any time.

Section 2: Requested Incentives

Check all that apply:

- ☐ Business Scoping Services
- ☐ Rapid Response Permitting
- ☐ Upskill Manatee Apprenticeship Program
- ☐ Maritime Apprenticeship Program
- ☐ Economic Development Ad Valorem Tax Exemption (EDVATE)

(Additional Application and Process Requirements)

Section 3: Company And Contact Information

Company Name: Click or tap here to enter text.

Legal Structure: Sole Proprietorship | LLC | S-Corporation | C-Corporation

Description of Product or Service: Click or tap here to enter text.

Industry or NAICS Code: Click or tap here to enter text.

Company Address: Click or tap here to enter text.

Company Contact: Click or tap here to enter text.

Section 4: Project Details

Proposed Location and Address: Click or tap here to enter text.

Description of Proposed Use (Operations and Construction): Click or tap here to enter text.

Building Type:

- ☐ New Construction
- ☐ Relocation to Existing Building
- ☐ Expansion
- ☐ Renovation or Remodel
- ☐ Other: Click or tap here to enter text.

Total Acres: Click or tap here to enter text.

Utilities and Operations: Click or tap here to enter text.

Water Usage (low/high): Click or tap here to enter text.

Electrical Requirements: Click or tap here to enter text.

Hours of Operation: Click or tap here to enter text.

Daily Vehicle or Truck Trips: Click or tap here to enter text.

Number of Current employees: Click or tap here to enter text.

Potential Adverse Impacts (noise, odor, vibration, glare): Click or tap here to enter text.

Outside Storage: Click or tap here to enter text.

Critical Timelines:

- **Decision Period:** Click or tap here to enter text.
- **Construction Commencement:** Click or tap here to enter text.
- **Operational Date:** Click or tap here to enter text.
- **Design and Construction Consultants:** Click or tap here to enter text.
- **Name:** Click or tap here to enter text.
- **Company:** Click or tap here to enter text.
- **Role:** Click or tap here to enter text.
- **Email:** Click or tap here to enter text.

Section 5: Scoping Meeting Request

A scoping meeting is required for participation in the Rapid Response Permitting. A scoping meeting will determine eligibility for Rapid Response Permitting. Once qualified, a dedicated County team will assist in keeping the project on schedule.

Required Attachments for Scoping Meeting:

- Expected Permit Type: PSP | FSP | Rezone | Building | Other
- Project schematics (if available)
- Project narrative
- Parcel overview
- Conceptual site plan
- Boundary survey (if available)
- Other supporting materials
- List of meeting attendees, including:
 - Company Representative Name, Phone, Email
 - Design Professional or Contractor Name, Phone, Email

Section 6: Capital Investment & Economic Impact

Total Estimated Capital Investment: Click or tap here to enter text.

Local Taxable Sales (annual): Click or tap here to enter text.

Taxable Purchases (annual): Click or tap here to enter text.

Projected New Full-Time Jobs by Year: Click or tap here to enter text.

Year	# of New Jobs	Average Annual W-2 Wage
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Capital Investment by Year and Category: Click or tap here to enter text.

Year	Land Purchase	Building Purchase	Building Lease	New Construction	Renovation/ Remodel	Machinery & Equipment	Other
Click or tap here to enter text.							
Click or tap here to enter text.							
Click or tap here to enter text.							

Section 7: Required Attachments Checklist

- Project renderings or conceptual site plan
- Project narrative
- Boundary survey (if available)
- Other supporting materials
- List of meeting attendees and contact information

Section 8: Written Request for Confidentiality

Qualifying economic development projects may request confidentiality under Section 288.075, Florida Statutes. All documents and information submitted may be kept confidential to the extent allowed by law.

Caveat: Confidentiality will be void if the applicant or representative publicly announces the project, or if/when the BOCC approves the project for incentives or other programs requiring disclosure by Florida State law or County policy.

Applicant Name: Click or tap here to enter text.

Company Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Signature (or Electronic Signature): Click or tap here to enter text.

Date: Click or tap here to enter text.

Section 9: Certification

I certify that the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any false, misleading, or incomplete statements may result in disqualification of this application, denial of permits, or revocation of any incentives, approvals, or benefits granted by Manatee County or the Board of County Commissioners (BOCC).

I acknowledge that this application is submitted voluntarily and may be relied upon by Manatee County, the BOCC, and their authorized representatives in evaluating eligibility for economic development programs, permitting, and incentives in accordance with Florida law, including Chapters 163 and 288, Florida Statutes. I affirm that I am authorized to submit this application on behalf of the applicant and accept responsibility for the accuracy, completeness, and authenticity of all materials provided.

Applicant Name: Click or tap here to enter text.

Company Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Signature (or Electronic Signature): Click or tap here to enter text.

Date: Click or tap here to enter text.

Section 10: Public Disclosure and Project Announcement

Purpose

Manatee County promotes economic development projects through public communications to highlight investment, job creation, and community impact. This section ensures applicants acknowledge and authorize such communications while allowing for the identification of confidential information.

Disclosure and Authorization

By submitting this application and upon approval of the project, the applicant acknowledges and agrees that Manatee County may publicly announce and promote the project.

Such communications may include, but are not limited to:

- Press releases
- Public announcements
- Presentations to the Board of County Commissioners
- Marketing materials and reports
- Digital and social media communications

The County may reference general project information, including:

- Company name
- Project description and scope
- Location
- Capital investment
- Job creation and wage information

Applicants may identify any information considered confidential or proprietary at the time of submission. Manatee County will make reasonable efforts to protect such information; however, all records are subject to disclosure in accordance with Chapter 119, Florida Statutes (Public Records Law), and other applicable laws.

Acknowledgment

- ☐ I acknowledge and agree with the terms outlined above regarding public disclosure and project announcement.
- ☐ I have identified any confidential or proprietary information within this application.

Applicant Certification

By signing below, I certify that I am authorized to submit this application on behalf of the company and agree to the terms stated above.

Applicant Name: Click or tap here to enter text.

Company Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Signature (or Electronic Signature): Click or tap here to enter text.

Date: Click or tap here to enter text.

This application is subject to Chapter 119, Florida Statutes. Incentives are contingent upon funding availability and approval by the Board of County Commissioners. This acknowledgment may be executed electronically and shall be considered legally binding.



Scoping Meeting Project Narrative

The following information is required to schedule a scoping/pre-application meeting:

Project Name: Click or tap here to enter text.

Company Name and Contact Information: Click or tap here to enter text.

Project Description: Click or tap here to enter text.

Scope of Work: Click or tap here to enter text.

Deliverables: Click or tap here to enter text.

Qualifications: Click or tap here to enter text.

Schedule of Project: Click or tap here to enter text.

Applicant Name: Click or tap here to enter text.

Company Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Signature (or Electronic Signature): Click or tap here to enter text.

Date: Click or tap here to enter text.

A project narrative or project scope is a written description that accompanies a site plan submission. It provides the story or context behind the drawings — explaining what the applicant is proposing, why, and how the project meets zoning and development requirements.

The purpose is to help planners, engineers, and reviewers understand:

- What the development is (type, size, use)
- Where it's located and what's currently on-site
- How it will be built and operated
- How it complies with local codes (zoning, stormwater, landscaping, parking, etc.)

This written explanation makes the technical drawings clearer and helps reviewers evaluate the project's consistency with local regulations and community goals.

Typical Contents:

A well-written project narrative or scope usually includes:

1. Project Overview

- Name of the project and applicant
- Parcel location and size
- Current zoning and land use designation

2. Existing Conditions

- Current site uses or structures
- Environmental features (wetlands, flood zones, vegetation)
- Access and surrounding context

3. Proposed Development

- Type of use (e.g., retail, residential, mixed-use)
- Building size, height, and footprint
- Number of units or tenants
- Parking and circulation plans
- Stormwater management, landscaping, utilities

4. Compliance Summary

- Description of how the project meets zoning, design standards, or overlay district requirements
- Requests for any variances, waivers, or special approvals

5. Phasing and Schedule (if applicable)

- Planned stages of development and anticipated timeline

CONTACT & PROJECT INTAKE

Businesses interested in locating, expanding, or applying for incentives in Manatee County are encouraged to contact the Economic Development Division early in the planning process to determine eligibility and streamline review.

Manatee County Economic Development Division

Government Relations Department

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Lakewood Ranch, FL 34202

Business@mymanatee.org

(941) 748-4501

[Economic Development Division Homepage](#)