



ECONOMIC DEVELOPMENT 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:

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

Description of Product or Service:

Industry or NAICS Code:

Company Address:

Company Contact:

Section 4: Project Details

Proposed Location and Address:

Description of Proposed Use (Operations and Construction):

Building Type:

- ☐ New Construction
- ☐ Relocation to Existing Building
- ☐ Expansion
- ☐ Renovation or Remodel
- ☐ Other:

Total Acres:

Utilities and Operations:

Water Usage (low/high):

Electrical Requirements:

Hours of Operation:

Daily Vehicle or Truck Trips:

Number of Current employees:

Potential Adverse Impacts (noise, odor, vibration, glare):

Outside Storage:

Critical Timelines:

- Decision Period:
- Construction Commencement:
- Operational Date:
- Design and Construction Consultants:
- Name:
- Company:
- Role:
- Email:

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:

Local Taxable Sales (annual):

Taxable Purchases (annual):

Projected New Full-Time Jobs by Year:

Year	# of New Jobs	Average Annual W-2 Wage

Capital Investment by Year and Category:

Year	Land Purchase	Building Purchase	Building Lease	New Construction	Renovation/ Remodel	Machinery & Equipment	Other

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:

Company Name:

Title:

Email:

Phone:

Signature (or Electronic Signature):

Date:

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:

Company Name:

Title:

Email:

Phone:

Signature (or Electronic Signature):

Date:

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:

Company Name:

Title:

Email:

Phone:

Signature (or Electronic Signature):

Date:

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:

Company Name and Contact Information:

Project Description:

Scope of Work:

Deliverables:

Qualifications:

Schedule of Project:

Applicant Name:

Company Name:

Title:

Email:

Phone:

Signature (or Electronic Signature):

Date:

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

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(941) 748-4501

[Economic Development Division Homepage](#)