



**CITY OF HAGERSTOWN – DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
Programs & Services**

This packet includes information about programs and services of the **Department of Community and Economic Development (DCED)**. Each program page provides summary information with links to full program guidelines and application forms. Complete program guidelines apply, and programs are subject to funding availability.

Commercial & Mixed Use Incentive Programs

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Revised 6/20/16

ENTERPRISE ZONE

STAFF CONTACT

For questions: Contact DCED@hagerstownmd.org or 301-739-8577 ext. 111

DOWNLOAD GUIDELINES AND APPLICATION

Complete program guidelines apply. Download Guidelines and Application Form from program website:
[Enterprise Zone Program](#)
[Enterprise Zone Application Form](#)

SUMMARY

Eligibility for Enterprise Zone Benefits

To qualify for the Enterprise Zone benefits, a business must first be located within the zone. The full CC-MU Zoning Area is an Enterprise Zone as well as other area of the City and Washington County.

Click here for a [Printable Enterprise Zone Map](#) (*Expanded boundaries effective June 15, 2013*):

The business must also meet the minimum requirements for construction/rehabilitation investment or job creation. In addition, the program is restricted to certain business types.

The minimum requirements for construction/rehabilitation investment or job creation are as follows:

In City Center (CC-MU Zoning Area)

\$5,000 construction or rehabilitation investment or
1 new job created

Outside City Center

\$50,000 construction or rehabilitation investment or
5 new jobs created

Note: For investment, machinery & equipment purchases are not eligible.

A new job is defined as:

- Full time, permanent position (35 hours or more per week)
- Earning 150% of the federal minimum wage
- Employed for at least six months before claiming credit
- Not previously existed in Washington County before the business' location or expansion in the Enterprise Zone

Eligible business types are as follows:

- Manufacturing
- Warehousing
- R&D
- Corporate/Regional Offices
- Service Industries
- Mercantile/Retail, if located within City Center

Incentives Offered through the Enterprise Zone

The Enterprise Zone incentives are available to commercial projects only. There are two (2) components of the incentive: **Real Property Tax Credits:** Ten-year credit against local real property taxes on the value of a portion of real property improvements. Properties located in the City receive the tax credit on both the City and County property taxes.

Year 1-5	80% (of the change in assessed value)
Year 6	70%
Year 7	60%
Year 8	50%
Year 9	40%
Year 10	30%

The State of Maryland reimburses each local jurisdiction 50% of the revenue lost as a result of offering the Enterprise Zone Real Property Tax Credit. This is subject to approval in the annual budget.

Income Tax Credit: One or three-year credit for wages paid to eligible new employees. General credit is a one-time, \$1,000 credit per new worker. For economically disadvantaged employees, credit increase to a total of \$6,000 per worker distributed over three years (or \$2,000 per worker for 3 years).

Administration and Forms

The Enterprise Zone is administered by the Hagerstown-Washington County Economic Development Commission (EDC). Point of contact is:

Robert P. Mandley
Phone: 240-313-2280
Email: rmandley@hagerstownedc.org

PARTNERS IN ECONOMIC PROGRESS (PEP) PROGRAM

STAFF CONTACT

For questions: Contact DCED@hagerstownmd.org or 301-739-8577 ext. 111

DOWNLOAD GUIDELINES AND APPLICATION

Complete program guidelines apply. Download Guidelines and Application Form from program website: [Partners in Economic Progress \(PEP\) Program](#)

SUMMARY

Program Comprehensive Goals

The intent of the Partners in Economic Progress (PEP) Program is to offer incentives to building owners to renovate buildings within the PEP Zone while also assisting with attracting businesses to the renovated building.

For **PROPERTY OWNERS** to participate in the program, the follow eligibility requirements and guidelines apply:

- The project must be located within the PEP Zone in the City Center.
- There is a minimum investment for upgrade and improvement of commercial properties in the amount of \$250,000, \$100,000 for a residential project and \$200,000 for a mixed-use project.
- Calculation of minimum investment requirement shall not include property acquisition costs.
- Commercial projects are required to participate in the Enterprise Zone Program.
- Any applicant may not be delinquent on any City or County taxes for the property, or any other financial obligations to the City for the property.
- The building and all core systems must meet all City of Hagerstown Code requirements.
- For residential and artist live-work spaces, minimum square footage requirements apply.
- Prior renovation projects are eligible for the PEP Program if the renovation activities were completed after January 1, 2007.

Incentives Offered through the PEP Program

1. *Annual Grant* - equal to City Property Tax for 5 Years
2. *Utility Benefit* - 2 free EDU's valued at \$13,800
3. *Parking Benefits* – 1 year free and 50% discount for 4 years
4. *Rent Assistance* – provides a maximum total incentive of \$24,000 paid to the property owner/landlord for the first two (2) or three (3) years of a business' operation, with a commitment to occupy the space for a minimum of four (4) years
5. *Waiver of Development Fees* – such as building permits, plan review fees, occupancy and zoning fees
6. *Fast Track* - expedited review through Planning Department and Historic District Commission
7. *Code Flexibility* – using Maryland Building Rehabilitation Code
8. *Consultation on Historic Tax Credit Program* – 2 hours of consultation on utilization of historic tax credits paid for by the City

For **BUSINESSES** interested in lease incentives offered in the program, the **Rent Assistance Program** is available only in PEP eligible buildings, meaning those properties in which owners have completed the minimum investment and improvements. The following is a list of current PEP eligible buildings and leasing contacts:

- 22 North Mulberry St (Mulberry Lofts) – Contact: Lori Burton, (301) 695-5736, loriburton@live.com
- 34-36 and 38 South Potomac St. – Contact: Jeff Tedrick, (301) 582-1555, jtedrick@dmbowman.com

- 138-140 West Washington St (Wareham Building) – Contact: Taylor Bowen, (301) 745-1620, tbowen@bhhsbowen.com
- 20 West Washington Street (The Grand Building) – Contact: Mike Fitzgerald, (301) 992-8372, mike@gideonprop.com

The following eligibility requirements and guidelines apply:

- Subject to zoning approval requirement in the Land Management Code, the following types of businesses are eligible for consideration: Business, professional, cultural, and medical offices; Professional schools; Educational services ; Medical and diagnostic laboratories; Motion picture and sound recording industries; Photo finishing; Radio and television broadcasting; Telecommunications; Visual and performing arts studios and galleries; Light manufacturing; Artist live-work units; Fitness centers.
- The business must be a new or existing business looking to move into the PEP Zone **OR** an existing business currently within the PEP Zone looking to expand.
- The business must plan to occupy upper-floor office space or first floor, non-storefront commercial space in a PEP approved building. First-floor, storefront space is not eligible.
- The business must maintain a lease and operate its business at the tenant space for a minimum of four (4) years.
- The incentive is subject to application by the tenant business and approval by the City.

Program Requirements

Applicants must comply with the eligibility criteria of the program, particularly including the receipt of building permits for proposed work and implementation of approved development plan and schedule. Any changes to the approved development plan and schedule must be resubmitted for review and approval of the PEP Committee to determine continued eligibility of the project.

If approved, the developer shall be responsible to report the following to the City:

1. Progress reports every six months on status of project milestones and anticipated changes to the project plans.
2. Reporting to the City at the completion of construction the square footage per use type of renovated space (e.g. office, retail, and restaurant).
3. Annual reports to the City on Enterprise Zone Tax Credit amount per year, if applicable.

HAGERSTOWN REVOLVING LOAN FUND (HRLF) PROGRAM

STAFF CONTACT:

Jonathan Kerns, Community Development Manager, JKerns@hagerstownmd.org, ext 134
(301) 739-8577

DOWNLOAD GUIDELINES AND APPLICATION

Complete program guidelines apply. Download Guidelines and Application Form from program website: [Hagerstown Revolving Loan Fund \(HRLF\) Program](#)

SUMMARY

Eligible Applicants: Small business or developer organized as a proprietorship, partnership, Limited Liability Company or a corporation whose business sales are less than five million dollars (\$5,000,000) annually for each of the last two (2) years.

Eligible Activities: Loan funds may be used for activities, including but not limited to:

- Growth and Expansion
- Rehabilitation
- Code Compliance
- Employee Recruitment and Retention
- Façade Enhancement

Eligible Costs: May include the following:

- Land improvements, including but not limited to: grading, new streets or street improvements, parking lots, utilities, and landscaping.
- Purchase or renovation of building.
- Purchase machinery or equipment defined to have a useful life of at least five (5) years.
- Building construction.
- Leasehold improvements provided the lease is equal to or greater than the term of the loan and the City secures a lien on the land or building, and improvements.
- Micro-enterprise activities defined as a commercial enterprise that has five (5) or fewer employees, one or more of whom owns the enterprise.
- Working Capital

Ineligible Costs: Include but are not limited to:

- Management Fees
- Financing Costs
- Franchise Fees
- Debt Repayment or Debt Consolidation
- Moving Costs
- Refinancing

Ineligible Activities: Funds may not be used for:

- Non-profit Institutions
- Gambling Organizations
- Lending or Investment Organizations
- Land Speculation
- Any activity deemed illegal by federal, state or local law or ordinance

Terms and Conditions:

- Maximum loan amount is \$200,000 or 80% of total project cost, whichever is less.
- Maximum loan amount for working capital is \$30,000.
- Minimum loan amount is \$10,000.00.
- Additionally, micro-enterprise loans are available up to 5,000.
- The interest rate shall be a fixed-rate established at LIBOR plus 1%, but shall not be less than 3%. Term may not exceed 7 years. Term may not exceed 5 years for working capital loans.
- For each \$35,000 or fraction thereof borrowed, one full-time job must be created or retained within 2 years from the loan closing.
- Business must pay each employee total compensation including benefits not mandated by law equal to at least 110% of federal poverty level for a family of four.
- Business must agree to list any vacant positions with Maryland DLLR job services.
- Minimum of 20% cash equity investment of total project costs. For new restaurants or restaurants open 3 years or less, minimum of 40% cash equity investment of total project costs.
- Repayment of loan shall begin within one month of completion of construction or taking possession of machinery or equipment purchased.

A credit check is required along with a non-refundable application fee based on the requested loan amount.

HAGERSTOWN ARTS AND ENTERTAINMENT (A&E) DISTRICT

STAFF CONTACT

For questions: Contact DCED@hagerstownmd.org or 301-739-8577 ext. 111

DOWNLOAD GUIDELINES AND APPLICATIONS

Complete program guidelines apply. Download Guidelines and Application Form from program website: [Hagerstown's Arts and Entertainment \(A&E\) District](#)

SUMMARY

Maryland is one of the first states in the country to develop Arts and Entertainment Districts on a statewide basis as a way to stimulate the economy and improve quality of life. Hagerstown's Arts and Entertainment District was one of the first designated in the State of Maryland.

Incentives Offered through the Arts and Entertainment District

Real Property Tax Credit

The City and County both agreed to provide a 50% property tax credit for 10 years on the increase in assessment which results from a renovation project to create artist housing or space for Arts and Entertainment enterprises. The tax credit shall apply only to that portion of the building occupied by the qualifying residing artist or arts and entertainment enterprise.

The Arts and Entertainment District property tax credit shall not be granted for properties utilizing the Enterprise Zone property tax credit.

Admissions & Amusement Tax Exemption Program

Enterprises dedicated to visual or performing arts located within the Arts and Entertainment District are exempt from the collection of the State of Maryland's Admissions and Amusement Tax. Businesses must qualify for the exemption and notification must be provided to the State of Maryland's Comptroller's Office in order to be eligible.

Enterprises interested in participating in the Admissions & Amusement Tax Exemption Program should register with the Maryland State Comptroller's Office using the Comptroller of Maryland Combined Registration Application (CRA). Click here for [Form CRA](#).

Income Tax Subtraction Modification Program

Qualifying artists who own or rent residential real property in the county where the Arts and Entertainment District is located, and who conduct business in the District, may be eligible for a Maryland personal income tax subtraction modification to eliminate state and local income tax on their income from the sale, publication, or production within the District of their artistic work that is written, composed, or executed within the District. This includes income derived from internet, mail order, and catalog sales of artistic work that is shipped from within the District to buyers in another location, if the qualifying artist created that artistic work within the District.

Artists who would like to take advantage of the program must submit the [Maryland State Tax Form 502AE](#) when they file their state income tax returns.

The A&E District programs are available as a result of the City's designation as a State of Maryland Arts and Entertainment District through the Maryland Department of Business and Economic Development.

SPRING SPROUTS GRANT PROGRAM

STAFF CONTACT

For questions: Contact DCED@hagerstownmd.org or 301-739-8577 ext. 111.

Watch for our 2016 program information on the City of Hagerstown DCED website in May of 2016—subject to funding availability.

DOWNLOAD GUIDELINES AND APPLICATION

Complete program guidelines apply. Download Guidelines and Application Form from program website: [Spring Sprouts Grant Program](#)

SUMMARY

Goals

- To support growth of City Center businesses.
- The maximum amount of any one grant is \$500.
- Applications are reviewed on a rolling basis until allocated program funds have been distributed.

Eligible Applicants:

- Businesses located in the City Center-Mixed Use (CC-MU) area
- For-profit businesses

Eligible Uses:

- purchase new computer software or hardware
- new office machines
- training to learn new software or marketing strategies

Ineligible Uses:

- general operating expenses
- utility bill payments
- loan payments

Steps to Apply:

- 1) Fill out the application and vendor forms for the grant
- 2) Submit the application before the date noted.
- 3) If approved, the applicant shall purchase the product or services.
- 4) Submit the receipt before the date noted.
- 5) The City will then disburse the approved amount.

CITY CENTER RETAIL AND RESTAURANT INCENTIVE PROGRAM

STAFF CONTACT

For questions: Contact DCED@hagerstownmd.org or 301-739-8577 ext. 111.

DOWNLOAD GUIDELINES AND APPLICATION

Complete program guidelines apply. Download Guidelines and Application Form from program website:

[Retail and Restaurant Incentive Program Guidelines](#)

[Retail and Restaurant Incentive Program Application](#)

Program Goals:

- To help fill vacant storefronts with viable, sustainable businesses.
- To attract retail and restaurant businesses to the Main Street Area that will have a positive economic impact.

Eligible Uses of Incentive:

- At least 75% of the grant must be used for *renovations* to the space.
- At most 25% of the grant may be used for *working capital*.
- Receipts of expenditure will be required to be provided.

Eligible Applicants:

- A retail or restaurant business newly moving into the Main Street Area to a building that either pays property taxes or is owned by the City of Hagerstown.
- A business where greater than half of all income comes from retail or restaurant sales.
- Businesses and buildings that are in good standing with the State and the City.

Ineligible Applicants:

- Businesses relocating or expanding within the Main Street Area are ineligible.
- Bail bond businesses, store front churches, hookah shops, tattoo businesses, adult bookstores or other adult businesses, gambling businesses or the like are ineligible.

Application Process and Requirements:

- Complete the City Center Retail and Restaurant Incentive Program Application.
- Depending on the amount of work you are doing in your space and the amount of startup capital you require, you can apply for a \$2,000, \$3,000 or \$4,000 grant.
- Provide a complete business plan.
- Provide a lease for at least one year within the Main Street Area (map attached) for which you are paying market rent.
- A minimum of 750 square feet must be leased; however, a cooperative business at one address can make a single application to meet this requirement.
- A staff committee will review the application and determine the eligibility and level of funding based upon: Square feet leased; Proposed renovation expenses; and Proposed operational expenses
- Should an incentive recipient not stay at least one year in their permanent location, 100% of the grant shall be due back to the City of Hagerstown.
- Funding is subject to availability and will be paid to your business upon approval of your application.

COACH AND CARRIAGE LIGHT GRANT PROGRAM

STAFF CONTACT:

Jonathan Kerns, Community Development Manager, JKerns@hagerstownmd.org, ext. 134 (301) 739-8577

DOWNLOAD GUIDELINES AND APPLICATION

Complete program guidelines apply. Contact staff for Guidelines and Application Form.

SUMMARY

Goals

- To provide grants up to \$1,000 for the purchase and installation of dusk-to-dawn coach or carriage lights.
- To improve the lighting, appearance, and safety of the Franklin Street Gateway.
- To enhance individual facades and create a more welcoming environment at night.

Eligible Applicants:

- Individual properties located on Franklin Street

Guidelines & Conditions:

- No matching funds are required
- All work must be done by a licensed electrician
- Electrical permit required. Permit fees are eligible use of grant funds.
- Requires pre-approval of the following items:
 - Proposed light fixture style/model
 - Light fixture location
 - Installation details
- Requires approval prior to proceeding with work.
- All work must be completed within 30 days of application approval.

CITY CENTER RESIDENCY INITIATIVE

STAFF CONTACT

Jonathan Kerns, Community Development Manager, JKerns@hagerstownmd.org, ext 134
(301) 739-8577

DOWNLOAD GUIDELINES AND APPLICATION

Complete program guidelines apply. Download Guidelines and Application Form from program website: [City Center Residency Initiative](#)

The City Center Residency Initiative has two incentive options:

- **Rental Subsidy** - Monthly rental subsidy for a new renter of \$150 in Residency Initiative Area or \$300 in the Rental Subsidy Priority Area (see website for full size map). Requires a one (1) year residency commitment. Only renters not currently living in the program area at the time of application are eligible.



Both subsidies are in the form of a loan payable directly to the landlord each month for one year and forgiven after a minimum one (1) year residency commitment is fulfilled. Only one subsidy is allowed per dwelling unit.

- **Down Payment/Rehabilitation Assistance** - \$10,000 loan to grant for down payment or select home repairs in conjunction with the purchase of a home in the Residency Initiative Area. Requires a five (5) year residency commitment. Funds are in the form of a loan (secured by a mortgage) and to be forgiven after a five (5) year residency commitment is fulfilled

Eligible Applicants:

See program guidelines for full details and any changes/updates:

- **Recent graduate** - within past year from an accredited college or university
- **Active Duty Military or Honorably Discharged** - within past year
- **Students or Employees of the University System of Maryland Hagerstown (USMH) Campus** - Full or Part Time
- **Full Time and Part Time Hagerstown Community College students** – enrolled in degree-seeking program. FT min 12 credit hr/semester; PT min 6 credit hrs/semester and FT employment.
- **Full Time government employee** - Local, County, State or Federal government
- **Full Time, degree-holding professionals** - Associate's Degree or higher
- **Households with income greater than 80% of the area median** – see website for more information and income chart.



The City of Hagerstown does business in accordance with the Federal Fair Housing Act which prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions based on race, color, national origin, religion, sex, familial status, and mental or physical disability. The City of Hagerstown fully supports the principals of Equal Opportunity for all and requires all program participants, loan recipients, developers, contractors, and subcontractors to comply with all applicable law.

CITY-WIDE DOWN PAYMENT AND REHABILITATION PROGRAM

STAFF CONTACT

Jonathan Kerns, Community Development Manager, JKerns@hagerstownmd.org, ext 134
(301) 739-8577

DOWNLOAD GUIDELINES AND APPLICATION

Complete program guidelines apply. Download Guidelines and Application Form from program website: [City Wide Down Payment and Rehabilitation Program](#)

SUMMARY

The City of Hagerstown has a program for homebuyers looking to purchase vacant homes anywhere within the City limits. A buyer of a vacant home may be eligible to receive a loan-to-grant for up to \$7,500 to apply to a down payment, select home repairs, or a combination of both.

In order to qualify, the home must be:

- Within City of Hagerstown corporate limits;
- Currently vacant and vacant for a minimum of 12 months prior to purchase; and
- Built prior to 1960

Funds are in the form of a loan (secured by a mortgage) to be forgiven after a five (5) year residency commitment is fulfilled. All program assistance is subject to funding availability. Applications are accepted and reviewed on a first come, first served basis.

The City of Hagerstown does business in accordance with the Federal Fair Housing Act which prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions based on race, color, national origin, religion, sex, familial status, and mental or physical disability. The City of Hagerstown fully supports the principals of Equal Opportunity for all and requires all program participants, loan recipients, developers, contractors, and subcontractors to comply with all applicable law.



HOMEOWNERSHIP PROGRAM

STAFF CONTACT

Jonathan Kerns, Community Development Manager, JKerns@hagerstownmd.org, ext 134
(301) 739-8577

DOWNLOAD GUIDELINES AND APPLICATION

Complete program guidelines apply. Download Guidelines and Application Form from program website:
[Homeownership Program](#)

SUMMARY

- The City of Hagerstown purchases vacant properties within the City limits
- After renovation, the properties are sold at current appraised values to income-qualified applicants
- The program may be combined with other mortgage assistance programs
- Eligible applicants must be pre-qualified for a mortgage loan and must have an annual household income lower than 80% of Area Median - see website for more information and income chart.

The City of Hagerstown does business in accordance with the Federal Fair Housing Act which prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions based on race, color, national origin, religion, sex, familial status, and mental or physical disability. The City of Hagerstown fully supports the principals of Equal Opportunity for all and requires all program participants, loan recipients, developers, contractors, and subcontractors to comply with all applicable law.



GRAND OPENING CEREMONIES AND ANNIVERSARY CELEBRATIONS

STAFF CONTACT

For questions: Contact DCED@hagerstownmd.org or 301-739-8577 ext. 111

DOWNLOAD GUIDELINES AND APPLICATION

Complete program guidelines apply. Download Guidelines and Application Form from program website: [Grand Opening Ceremonies and Anniversary Celebrations](#)

SUMMARY

The City of Hagerstown offers Grand Opening Ceremonies and Anniversary Celebrations. There is a minimum 3-week turn-around time from the date your request is received.

Services Provided by the City:

- Grand Opening / Anniversary Celebration Flyer emailed to dignitaries
- Back page ad in the Herald Mail or a Chamber E-cast highlighting the Grand Opening / Anniversary Celebration (underwritten by the Department of Community & Economic Development)
- Advertising for the event on the City of Hagerstown's Facebook page, including a posted photo of the ceremony following the event
- Grand Opening Ribbon (for Grand Openings Only)
- Press Release
- Proclamation from the Mayor welcoming the new business or recognizing the anniversary of an existing business.

Services Provided in Partnership with The Hagerstown-Washington County Chamber of Commerce:—

For Chamber Members located in the City

- The Chamber provides additional support and services to celebrate grand openings
- Chamber staff member Tim Luipersbeck, (301) 739-2015 ext 104, tim@hagerstown.org, will contact businesses who indicate they are either Chamber members or planning to join

Scheduling:

- After your application is received and processed, City staff will provide available date and time options for the event, based on the Mayor's schedule.
- The available date and time options will be primarily on Tuesdays between 9 am and 2 pm.
- Staff may offer limited, alternative options on a Monday, Wednesday, Thursday or Friday at 4:30 pm only.

General Guidelines:

- Businesses must obtain all necessary permits and certificates required with respect to the business operation and the property.
- Business must be "in good standing" with both the state of Maryland and the City of Hagerstown.
- Outstanding matters, issues and unpaid fees with the City of Hagerstown related to the business and/or property must be resolved before the City can schedule and announce the grand opening or anniversary event.

How to Determine if Located in the City:

Use the City Zoning Map link below to determine if your address is in the boundaries of the City of Hagerstown.

- [City Zoning Map](#)

ZONING CERTIFICATE AND BUSINESS LICENSE

STAFF CONTACT

Debbie Calhoun, Planning and Code Administration, DCalhoun@hagerstownmd.org, (301) 739-8577 ext 138

REFERENCE WEBSITE

Online information is available at the following website: [Zoning Certificate](#)

SUMMARY

If you plan to locate your business in the City of Hagerstown, you may obtain a *Certificate of Zoning Compliance* from the City of Hagerstown.

The *Zoning Certificate* may be presented to the Office of the Clerk of the Circuit Court for a *Business License*.

Washington County Circuit Court

Clerk of Court - Dennis Weaver

Phone: 301-790-7991

Dennis.Weaver@mdcourts.gov

Street Address: 24 Summit Avenue, Hagerstown 21740

Mailing Address: P.O. Box 229, Hagerstown, MD 21741

ADDITIONAL REFERENCE WEBSITES

Click here for [Business License Instructions](#) from the Washington County, MD Circuit Court.

Click here for the State of Maryland's [Business License Information System \(BLIS\)](#) and [Frequently Asked Questions \(FAQs\)](#)

COMPETITIVE NEGOTIATED SALE (CNS) OF CITY-OWNED PROPERTY

STAFF CONTACT

For questions: Contact DCED@hagerstownmd.org or 301-739-8577 ext. 111.

DOWNLOAD GUIDELINES AND APPLICATION

Complete program guidelines apply. Download Guidelines and Application Form from program website: [Competitive Negotiated Sale \(CNS\) of City-Owned Property](#)

SUMMARY

The Competitive Negotiated Sale (CNS) is a process that facilitates the sale of City-owned properties. The City of Hagerstown makes real estate available for purchase and redevelopment. The Department of Community and Economic Development (DCED) coordinates the process and accepts purchase applications. The Mayor and City Council identify properties to be offered for sale and ultimately approve any development concept and purchase.

Eligible Applicants

- Any entity or individual may qualify to purchase City property through this process. Some restrictions may apply to City of Hagerstown employees.
- The purchaser must be able to demonstrate
 - The financial ability and experience necessary to complete the purchase;
 - The proposed development plan; and
 - The operation and proper maintenance of the property.
- The City takes into consideration the redevelopment plan for the property equally and at times for importantly than the offer price. Goal of the program is to return the properties to the private sector for highest and best use.

Available Properties for Sale

See website changes and updates to list of properties. Building information including photos/video tours is available on the website.

- 239 N. Locust Street (Alms House)
- 17-25 East Franklin Street (The Roslyn Building)
- 28 E. Baltimore Street (The Massey Property)
- 43-53 West Washington Street (The Updegraff Buildings)
- 170 West Washington Street (The Nicodemus Building)
- 278 South Prospect Street (20th Century, Foursquare Home)

Steps to Apply

- Applicants must submit a completed CNS application form, along with any and all required supporting documents.
- A staff committee will review all complete applications submittals and will determine if a proposal will be recommended and presented to the Mayor and City Council.
- Proposals are accepted on an ongoing basis.
- Applications reviews occur the first week of each month for submissions received by the end of the preceding month.
- If a proposal is approved, staff will complete a Purchase Agreement consistent with the terms of the application.

DCED Partners: SBDC and SCORE

REFERENCE WEBSITE

Online information is available at the following website: [Partners and Business Resource Network](#)

SUMMARY

Descriptions of the Partners and Business Resource Network are available online, including contact information and links to these organizations:

- Washington County Department of Business Development
- The Greater Hagerstown Committee
- Hagerstown Community College Technical Innovation Center
- Hagerstown-Washington County Chamber of Commerce
- Western Maryland Consortium
- SBDC
- SCORE
- United States Department of Agriculture (USDA)

The Small Business Development Center (SBDC) and the Service Corps of Retired Executives (SCORE) can offer businesses assistance with business plan development, start-up information and one on one counseling.

Western Region Small Business Development Center (SBDC)

Robert Bower
Business Consultant
Western Region Small Business Development Center (SBDC)
100 W. Washington Street, Room 103
Hagerstown, MD 21740
(888) 237-9007 ext. 4
rebower@frostburg.edu
http://marylandsbdc.org/western/index_western.php

SCORE, Chapter 539

Expert, free counseling for both startup and continuing small business. SCORE is a 12,400 member volunteer non-profit association sponsored by the U.S. Small Business Administration.

Bob Jones, Chapter Chair
Tom Hagan, Chapter Vice Chair
SCORE, Chapter 539
14 N. Potomac Street, 2nd Floor, Suite B
Hagerstown, MD 21740
(301) 766-2043
Fax: (301) 766-2000
Email: info@scorehagerstown.org
www.scorehagerstown.org

To get started, go to the SCORE website, and then select "Request a Meeting" to complete an online form.



