

BOUNDARY & INCENTIVE AMENDMENTS

Virginia Enterprise Zone



**VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT**
Partners for Better Communities

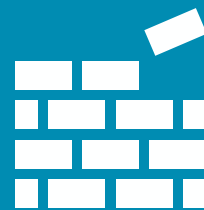




37

Job Creation
Grants
awarded

GY2025 Summary Data



119

Real Property
Investment
Grants
awarded

>\$2.34M

JCG Funds
Awarded

>\$14.24M
Total
Disbursed

>\$11.89M

RPIG Funds
Awarded

3,642

Net New Jobs
Created

>\$363.69M

Private Investment
Leveraged

AMENDMENT REQUIREMENTS

LZAs must meet (virtually) with DHCD staff PRIOR to advertising for a public hearing to review the proposed map changes and/or incentive modifications.



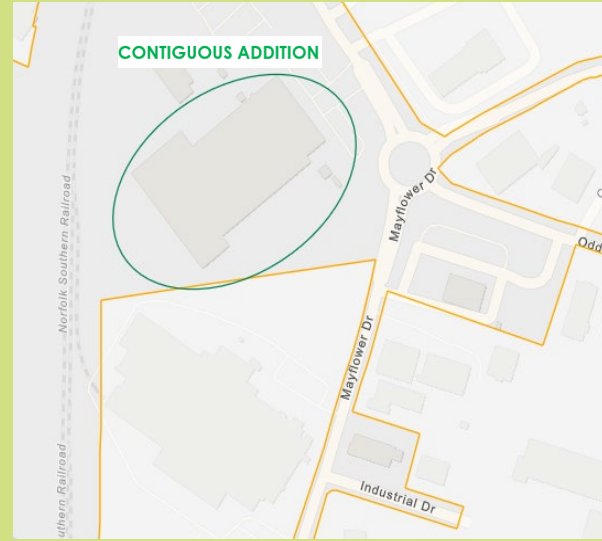
IN-DEPTH DISCUSSION OF ANY CHANGES TO INCENTIVES, INCLUDING:

- the reasoning for the changes
- any conditions/eligibility requirements that are part of the incentives



REVIEW OF THE GIS MAPPING OF ANY CHANGES TO ZONE BOUNDARIES, INCLUDING:

- reviewing each parcel to be added or deleted
- the reasoning for the additions/deletions



ZONE AMENDMENTS

In instances in which a local zone would like to modify the zone boundaries or local incentive package, the locality can submit an Enterprise Zone Amendment Application. These applications can be submitted once every 12 months from the date of the locality's last zone amendment. Joint zones may amend their zones in one application or independently so long as each locality amends their portion of the zone only once every 12 months from the date of the locality's last amendment.

Enterprise Zone amendments are now submitted through the [Centralized Application Management System \(CAMS\)](#). Localities must be up to date on their annual reports before they may submit an amendment application. Please contact DHCD at ezone@dhcd.virginia.gov to discuss any planned amendment application so the proper form may be added to your CAMS profile.

Requirements for the amendment procedures are outlined in the [Enterprise Zone Amendment Manual](#).

[2025 Enterprise Zone Boundary and Incentive Amendment Training](#)

[Enterprise Zone Boundary and Incentive Amendment Presentation](#)

ANNUAL REPORT

For the purpose of program monitoring and evaluation, each locality with an enterprise zone is required to submit annual reports to DHCD by July 15 of each year. These reports include information on major announcements and projects within the local zone, local incentive utilization, job creation, public and private investment levels, and up-to-date marketing materials. Beginning with the 2015 annual reports, localities must submit their annual report Form EZ-3-AR through the [Centralized Application Management System](#). Hard-copy or emailed reports using templates from previous reporting periods will not be accepted.

- [Local Annual Report Webinar Training](#)
- [Local Enterprise Zone Annual Report Instructions](#)
- [Local Zone Utilization Template](#)
- [Local Annual Report Presentation – GY2025](#)



RESOURCES

[Commonwealth of Virginia W-9](#)

[Job Creation Grant \(JCG\) Manual](#)

[JCG Worksheets](#)

[Real Property Investment Grant \(RPIG\) Manual](#)

[RPIG Supplemental Forms](#)

[RPIG Awards: Last 4 Years](#)

[CPA Agreed Upon Procedures](#)



HELPFUL LINKS

[Virginia's Economic Development Incentives](#)

[Virginia Enterprise Zone Grant Matrix](#)

[Virginia Enterprise Zone Program, Code of Virginia Citations](#)

[Virginia Enterprise Zone Program Regulations](#)

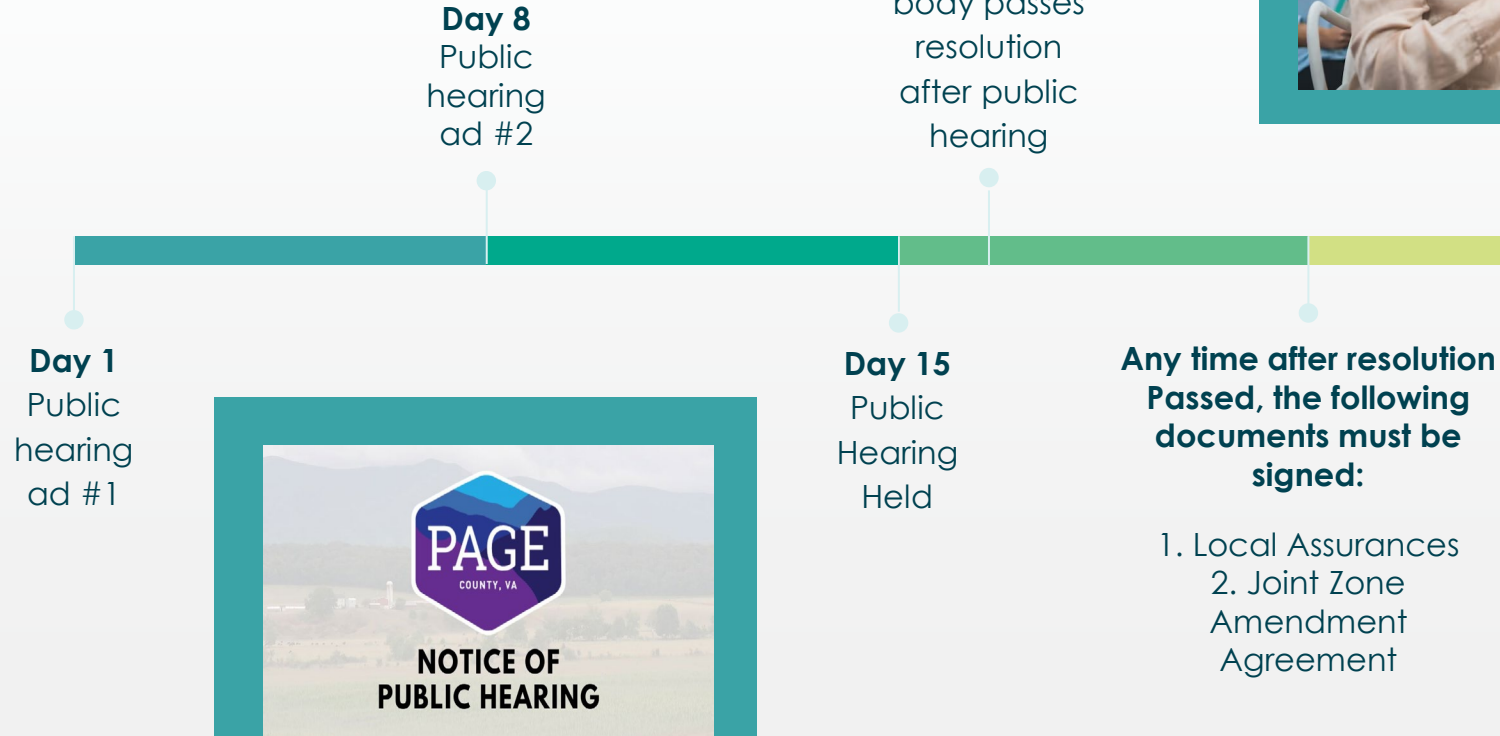
[Virginia Enterprise Zone Map](#)

[High Unemployment Areas](#)



AMENDMENT TIMELINE

*Timeline begins AFTER meeting with DHCD



PUBLIC HEARING NOTICE REQUIREMENTS

- Required for all amendments & **must be held prior** to passing the resolution
- Can be held during the same meeting in which a resolution is adopted or as a special meeting separately
- **Must not be held more than 6 months before** amendment submission to DHCD



1st notice must be no more than 28 days before hearing



2nd notice must be no less than 7 days before the hearing



Notice must list date, time, location, and purpose of the hearing

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Lynchburg City Council will hold a public hearing on October 28, 2025 at 7:00 p.m., or as soon thereafter as may be heard, in the Council Chamber of the City Hall located at 900 Church Street, Lynchburg, VA 24504, for the purpose of receiving public comment concerning the adoption of a Resolution which will support and endorse an amendment to City of Lynchburg, Virginia Enterprise Zones #2 and #46 (hereafter the "Zones") by the Virginia Department of Housing and Community Development. The purpose of seeking an amendment to the Zones is to add certain properties and remove certain properties from the Zones in order to increase economic development opportunities in the City of Lynchburg, Virginia. All properties being added to and removed from the Zones are shown on two maps, one entitled "Enterprise Zone Amendment Zone #2 - Map 1" (dated September 22, 2025) and one entitled "Enterprise Zone Amendment Zone #46 - Map 1" (dated October 11, 2025). The properties being removed from the Zones are either owned by the City of Lynchburg, Virginia or the Economic Development Authority for the City of Lynchburg, Virginia and such removal will cause no negative impact on businesses and properties located within the area marked for removal.

The full text of the Resolution proposed for adoption, both of the aforesaid maps, and a list of the properties being added to and removed from the Zones are on file with the Clerk of Council, City of Lynchburg, Virginia, City Hall, 900 Church Street - 3rd Floor, Lynchburg, Virginia 24504, and all are available for public inspection and review Monday-Friday, 8:30 a.m. to 5:00 p.m. All persons are invited to attend the said public hearing to express their views. Questions and/or comments concerning these matters should be directed to Mrs. Marjette Upshur, Director of Economic Development & Tourism for the City of Lynchburg, Virginia, at (434) 455-4492 or marjette.upshur@lynchburgva.gov. COL-4401128

PUBLIC HEARING REQUIREMENTS



Must be open to the public & allow time for comment.

*All public comments must be submitted to DHCD.

Must submit a copy of the public hearing minutes.

*At time of submission, we can accept draft minutes. Official copies of the minutes must be submitted once they are complete.

JOINT ZONES

*Only the locality that is amending their portion of the zone is required to have a public hearing

*All localities in the joint zone, however, must sign the Joint Zone Amendment Agreement

RESOLUTION REQUIREMENTS

- Required for all amendments & **must be passed by the local governing body**
- Can be passed during the same meeting as the public hearing or separately



Local governing body is applying for an EZ amendment



Authorizes the Chief Administrator acting as the LZA to submit all information needed to apply for an amendment



Authorizes the Chief Administrator to meet other administrative & reporting requirements throughout the life of the zone

RESOLUTION:

#R-25-080

WHEREAS, the City of Lynchburg, Virginia ("City") has the designated zones, identified as City of Lynchburg, Virginia Enterprise Zones #2 and #46 (the "Zones"), that provide a combination of State and Local incentives to promote economic development; and

WHEREAS, the City has identified a current need to amend the Zones to incorporate additional properties and remove certain properties in and around the City to increase economic growth opportunities and promote economic development; and

WHEREAS, this proposed amendment will serve to benefit economic and industrial expansion in the City and will meet the goals and objectives of the Virginia Enterprise Zone Program.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA:

1. That the Lynchburg City Council supports and endorses an amendment to City of Lynchburg, Virginia Enterprise Zones #2 and #46 to reflect additions and removals as shown on (i) two (2) maps, entitled "Enterprise Zone Amendment Zone #2 - Map 1" (dated September 22, 2025) and "Enterprise Zone Amendment Zone #46 - Map 1" (dated October 11, 2025), and (ii) a list of properties being added to and removed from the Zones (Attachment A). Such list and maps are incorporated herein by reference.

2. That the City Manager, or his designee, is authorized to take any and all actions on behalf of the City that are necessary to ensure the amendment to the Zones are effectuated.

3. That this Resolution will be effective upon its adoption.

Adopted: October 28, 2025

Certified:


Clerk of Council

LOCAL ASSURANCES

The locality completing the amendment is the only locality required to sign & submit the Local Assurances document.



Authorizes and certifies the accuracy of the information provided by the applicant locality and to ensure the program regulations will be met



States that if at any time the locality is unable or unwilling to fulfill a commitment to provide local EZ incentives, or if no state incentives have been utilized within a 5-year period, the zone shall be subject to termination.

LOCAL ASSURANCES

As the representative of the local governing body of _____, I hereby certify that:
(locality)

- 1) The information in the Enterprise Zone application is accurate to the best of my knowledge;
- 2) A public hearing was held on _____ by the aforementioned locality to solicit comments on this request for application amendment. A copy of the public hearing advertisement and a copy of the public hearing minutes are attached;
- 3) Any local enterprise zone incentives proposed by the aforementioned locality in the Enterprise Zone application represents a firm commitment by the locality and have been reviewed by the local governing body's attorney as to their legality;
- 4) It is understood that if at any time the aforementioned locality is unable or unwilling to fulfill a commitment to provide local enterprise zone incentives, or if no state enterprise zone incentives have been utilized within a five-year period, the zone shall be subject to termination.

Chief Administrator: _____

Title: _____

Date: _____

JOINT ZONE AMENDMENT AGREEMENT

REQUIREMENT FOR

All localities in
the joint zone

CERTIFIES

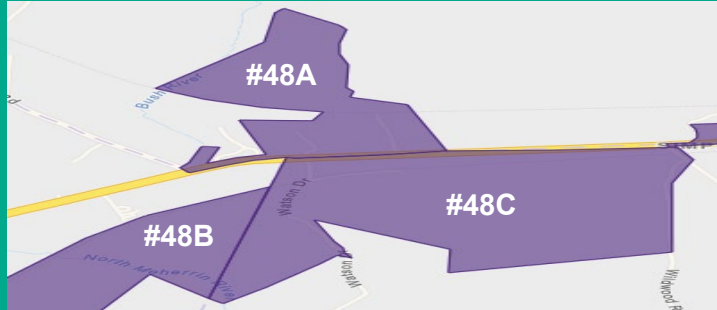
All localities in the
zone support the
amendment
application

SIGNED BY

Chief
administrator
of each
locality

MEETING NOT REQUIRED

By local
governing body



NOTIFY

We recommend that the
amending locality notifies all
joint zone localities BEFORE the
public hearing to ensure
agreement

BOUNDARY AMENDMENTS | ZONE SIZE LIMITS

COUNTIES

320 acres
½ square mile
[MINIMUM]

3,840 acres
6 square miles
[MAXIMUM]

TOWNS & CITIES

160 acres
¼ square mile
[MINIMUM]

640 acres
1 square mile
OR 7% of the land area
OR an area that includes 7%
of the population,
whichever is largest
[MAXIMUM]

For zones in cities for which boundaries were created through the consolidation of a city and county or consolidation of two cities, the zone shall conform to the size constraints for counties.

BOUNDARY AMENDMENTS

ADDING ZONE ACREAGE

- ✓ Cannot consist solely of a site for a single business firm
- ✓ Cannot be < a total of 10 acres in size
- ✓ In a joint zone, the portion of the zone in each locality must meet the minimum & maximum size requirements as outlined in program regulations

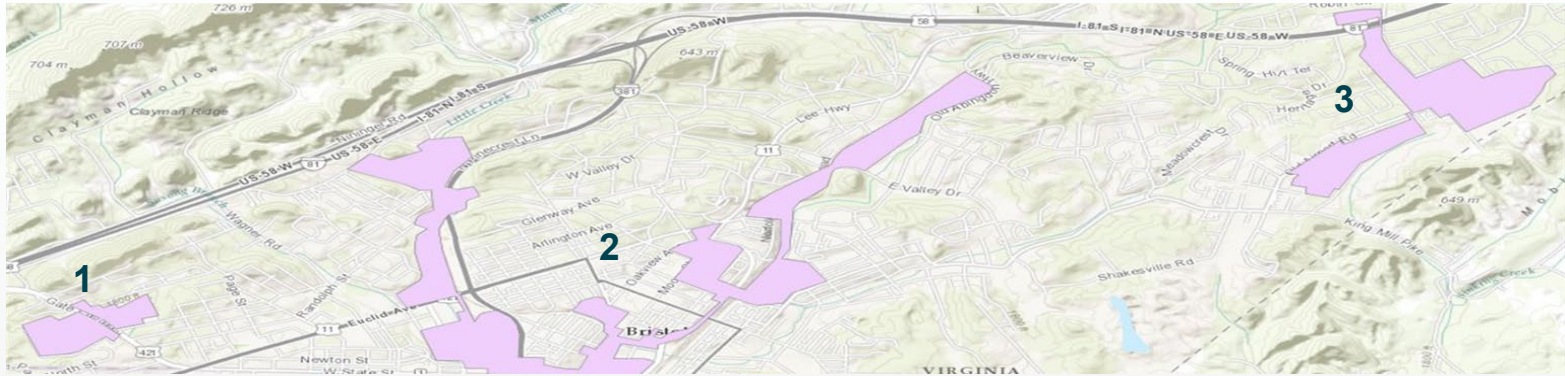
DELETING ZONE ACREAGE

- ✓ Must notify each property owner & business 2 weeks prior to public hearing
- ✓ Cannot consist solely of a site for a single business firm



BOUNDARY AMENDMENTS

Adding or Removing Non-Contiguous Areas



Each EZ may have up to 3 non-contiguous areas

The total acreage of the combined non-contiguous areas cannot be greater than the maximum zone size as outlined in regulations

Each participating jurisdiction in a joint zone is allowed to establish up to 3 non-contiguous areas

MAP REQUIREMENTS

MAP 1 | MAP OF LOCALITY INDICATING CURRENT & AMENDED BOUNDARIES

Proposed
Deletions

Existing
Boundaries

Proposed
Additions

Joint Zone
Boundaries

INCLUDE:

- major streets/roads/highways (*dark grey lines*)
- city/county/town limits (*blue solid lines*)
- key businesses/employers
- key properties/land/redevelopment areas
- airports/ports of entry
- major railways
- office or industrial parks
- special districts

MAP 2 | MAP OF MODIFIED BOUNDARIES INDICATING EXISTING LAND USE CHARACTERISTICS

Commercial
Industrial
Institutional
Agricultural
Parking
Mixed-use
Single/multiple family residential

Government owned
Parks
Recreational areas

MAP 3 | MAP OF MODIFIED ZONE SHOWING BOUNDARIES OF EXISTING ZONING DISTRICTS

Provide a key of the zoning districts shown.

LOCAL INCENTIVES

- A locality may set whatever **conditions** it considers appropriate, provided there is no conflict with federal or state law.
- A business should **not** be required to qualify for state incentives to be eligible for local incentives.
- A list of all localities & their local incentives is included in the appendices of the **VEZ Statewide Annual Report**.

Localities should **regularly monitor** the usage & effectiveness of their local incentives.

Types of Local Incentive Amendments:

- new incentives added
- existing incentives adjusted (new conditions/eligibility requirements/amounts)
- existing incentives replaced

Localities should **amend their incentives** if certain incentives are not being utilized or as conditions in the zone change.

DHCD will only approve the deletion of a local incentive if the proposed replacement is **equal or superior** to the incentives previously offered.

INCENTIVE AMENDMENTS

Common Local Incentives

- ✓ Real property tax exemption
- ✓ Fee waivers
- ✓ Local tax rebates
- ✓ Machinery & tools tax
- ✓ Public improvements
- ✓ Business loans
- ✓ Workforce services
- ✓ BPOL exemption
- ✓ Non-financial incentives

Unique Local Incentives

- ✓ CPA refund for attestation
- ✓ Landfill rebate fee
- ✓ Business security grant
- ✓ Business development grant for vacant properties
- ✓ Marketing support
- ✓ Offsite improvement grant for draining, water & sewer, extending broadband, & sidewalks

INCENTIVE AMENDMENTS

GUIDELINES FOR DEVELOPING INCENTIVES:

- use incentives to **accomplish a plan** & consider desired outcomes
- consider **return on investment**
- establish **performance baselines** for qualification

TYPES OF CONDITIONS OF INCENTIVES:

- period of time** incentive is available (ex: during the first five years of operation)
- period in which businesses can qualify** to receive an incentive (ex: a three-year exemption)
- eligibility criteria** (ex: investment and/or job thresholds)
- target particular business sectors** (ex: tourism, technology)
- target specific locations** (ex: industrial park, Main street)

REQUIREMENTS FOR SUBMISSION IN CAMS

**1. Meeting with
DHCD BEFORE
public hearing**

(virtual)

**2. Public hearing
advertisement #1**

*(submit proof of
publication)*

**3. Public hearing
advertisement #2**

*(submit proof of
publication)*

4. Public hearing

*(submit minutes &
all public
comments)*

**5. Resolution
passed by local
governing body**

*(certified &
submitted)*

**6. Local
Assurances**

*(completed,
signed, &
submitted)*

**7. Maps (3)
Or
Incentive Chart**

(submitted)

**8. Joint Zone
Amendment
Agreement**

(joint zones only)



QUESTIONS

Enterprise Zone Program Administrators

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