

Instructions for Oregon Enterprise Zone Authorization Approval

Step 1 — Zone Manager

- Accept authorization **application** (form 150-303-029) from business firm.
- If firm appears eligible, then schedule and hold consultative conference with firm representative—giving the county assessor's office timely notification to participate.*
- Following consultation, prepare summary that addresses any issue of compliance identified for special concern, attention, or follow-up.
- Within five business days of approving **application**, fill out and sign top portion of the authorization **approval** (form 150-303-082).
- Provide a copy of the **application** (along with any attachment) and the **approval** form to the county assessor.
- Direct applicant to the contact agency for the first source hiring agreement, and notify contact agency accordingly.

* *If firm is ineligible or cannot be authorized, verbally inform the applicant and/or furnish applicant with formal denial letter with advisory about appeal rights.*

Step 2 — County Assessor

- Approve or deny the authorization **application** after receiving the copy from the local enterprise zone manager.
- Within five business days of **application's** approval or denial, sign and fill out middle portion of the authorization **approval** form and return it to the local zone manager.
- Detach and keep the green copy of the **approval** form for your records.
- If you deny the **application**, include explanation with returned form.

Step 3 — Zone Manager

- Within five business days of receiving the authorization **approval** from the county assessor, finalize any remaining item, and furnish the white original of the **approval** form to the applicant with any special documentation.
- Retain a photocopy of the final signed **approval** for your records.
- Promptly distribute canary and pink copies of **approval**, a copy of the authorization **application**, and appropriate attachments to the Department of Revenue and the Business Development Department.
- Send goldenrod copy of **approval** and copy of **application**, without attachments, to the contact agency for the first source hiring agreement.