

## **Instructions for the EZ-5 Regionally Significant Project (Manufacturing) Application**

Please complete the application in **DRAFT** form and email or fax it back to Evette Beckett-Tuggle ([ebeckett-tuggle@nassaucountyny.gov](mailto:ebeckett-tuggle@nassaucountyny.gov) or 516-571-1948) to review before you sign or notarize it.

Here are a few pointers about filling out the application that are not apparent but will save time in reviewing the application:

### Under the Proposed Location and Address section of the application:

- List all addresses you are seeking to include in the Empire Zone.
- Also, next to each address, put the corresponding Section, Block and Lot numbers in parentheses

### In the Company Contact/ Address Section:

- In addition to the contact name and address, include the telephone number and email address of the contact person

### In the ZAB Chair/Address Section this is what you will type in if not already filled in:

**Thomas R. Suozzi  
Nassau County Executive  
1550 Franklin Avenue  
Mineola, NY 11501**

### In the Total Net New Jobs Section:

- Year 1 is next calendar year
- Make sure you have at least one third of the jobs created by the end of each year
- You must have at least 50 new Full Time Equivalent jobs created by the end of Year 3
- Job history pertains to the average annual full equivalent jobs for each year (year 1 – year 5 prior)

### Project Description:

- List the type of jobs you plan to create and the corresponding range of salary and benefits
- Mention the type of benefits you offer your employees
- If you need to use another sheet of paper on which to expand the description, you may do so

### Eligibility as Export Business

- Outside MSA pertains to the Metropolitan Statistical Area for Long Island which is Nassau and Suffolk Counties combined

**Once the application draft has been reviewed; Please mail or deliver an original, signed and notarized final application to:**

Evette Beckett-Tuggle  
Executive Director – Business Development Unit  
Nassau County Office of Economic Development  
1550 Franklin Avenue – Rm. 235  
Mineola, NY 11501

Tel: 516-571-1948  
Fax: 516-571-1052  
Email: [ebeckett-tuggle@nassaucountyny.gov](mailto:ebeckett-tuggle@nassaucountyny.gov)