

## **RELOCATION WAIVER PROCEDURE**

1. ODOD requires the following documents to be submitted as part of the Relocation Waiver request:
  - A. the Request for Waiver of Relocation Restrictions form;
  - B. evidence that notice to the communities which will be negatively affected by the proposed relocation has been issued;
  - C. a copy of the Proposed Agreement (application) form; and
  - D. a copy of a “draft” Enterprise Zone Agreement.
2. Upon receipt, ODOD will verify that the request form has been signed by the company and a representative of the appropriate local jurisdiction (remember, township representatives do not have the authority to sign the agreement).
3. ODOD will also review the notice to the affected communities to verify that the notice has been issued to the appropriate local representative by an appropriate participating Enterprise Zone Community. The notices can be addressed to the negatively affected municipalities or, in the case that the company is leaving a township, the county.
4. ODOD conducts a preliminary review to ensure the proposal is eligible as an Enterprise Zone project.
5. ODOD contacts the jurisdiction requesting the waiver to arrange a site visit to the company’s existing and proposed sites. ODOD contacts and invites the CEO or development officials from the communities negatively affected by the proposed relocation to the site visit. Note that ODOD may determine a site visit is unwarranted under specific conditions. A Time Notice Modification waiver request may not require an on-site visit.
6. At the on-site visit, ODOD investigates the claims of the company pertaining to the space requirements, market conditions, and consolidation requirements. This is done in an open forum with the community participants present.

7. At the on-site visit, ODOD investigates the issue of whether a waiver is “absolutely necessary” for the company to create or retain employment opportunities in Ohio. This is done in an open forum with the company participants present.
8. ODOD provides the opportunity for the community participants to ask questions or to raise issues that may not have been covered.
9. ODOD completes its review analysis incorporating all information available from the waiver request materials and the site visit. A decision action memo that includes a summary of the information gathered, the rationale for the proposed recommendation, and necessary documents is prepared for review by ODOD’s Legal Office.
10. ODOD’s Legal Office reviews the information and either accepts, seeks clarification, or rejects the recommendation. Upon rejection, ODOD reevaluates the proposal addressing the specific areas of concern and resubmits a decision action memo.
11. After determination, copies of the relevant document are distributed to company and communities affected by the relocation proposal.
12. ODOD tracks project which have received a relocation waiver to ensure the appropriate Enterprise Zone Agreement provision is incorporated into the agreement when, and if, one is executed.