



**Economic Development Authority  
Prince George County, Virginia**

**MINUTES OF SPECIAL CALLED MEETING**

October 18, 2023 – 12:00 p.m.

Community Room, Human Services Building  
6450 Administration Drive  
Prince George, Virginia 23875

**I. CALL TO ORDER**

A Special Called meeting of the Prince George County Economic Development Authority (EDA) was called to order at 12:03 p.m. on Wednesday October 18, 2023, in the Community Room of the Human Services Building, 6450 Administration Drive, Prince George, Virginia, by Chair, Richard Henshaw.

**II. ROLL CALL**

The following Directors responded to Roll Call:

Dr. Lillian K. Boyd	Present
Mr. Darryl Cheek	Present
Mr. Richard L. Henshaw	Present
Mr. Sterling K. Hunt, Sr.	Present
Mr. Yousef Jabri	Present (via electronic means from Colonial Heights, VA due to work obligations)
Mrs. G. LaVern Jackson	Present
Mr. Pete Washington	Present

Chair Henshaw asked for a motion and a second to accept Mr. Yousef Jabri's attendance via electronic means.

Dr. Boyd made a motion, seconded by Mr. Washington, to accept Mr. Yousef Jabri's attendance via electronic means.

On vote:

In favor:	(6) Boyd, Cheek, Henshaw, Hunt, Jackson, Washington
Opposed:	(0)
Abstain:	(1) Jabri
Absent:	(0)

Also present were Ms. Andrea Erard, County Attorney, and Mr. Yoti Jabri, Director of Economic Development and Tourism, and County staff.

**III. PROOF OF NOTICE OF SPECIAL CALLED MEETING**

Notice of the meeting was distributed to the media on October 13, 2023.

**IV. APPROVAL OF MEETING AGENDA**

Chair Henshaw asked the Directors if there were any changes or additions to the meeting Agenda. With none noted, Chair Henshaw asked for a motion to adopt the meeting Agenda (Attachment "A") as presented.

Mr. Cheek made a motion, seconded by Mrs. Jackson, to adopt the Agenda of the October 18, 2023, Special Called meeting as presented.

On vote:

- In favor: (7) Boyd, Cheek, Henshaw, Hunt, Jabri, Jackson, Washington
- Opposed: (0)
- Abstain: (0)
- Absent: (0)

**V. PUBLIC COMMENT**

Chair Henshaw announced at 12:05 p.m. that anyone wishing to come before the EDA could do so during public comment. Chair Henshaw acknowledged two guests, Ms. Catherine O'Connell and Mr. Nick Patel from Kalyan Properties, which owes the Hampton Inn in Prince George County. There being no additional citizens to speak, Chair Henshaw closed the public comment period at 12:06 p.m.

**VI. CLOSED SESSION**

Chair Henshaw asked the Directors if there was a need for a Closed Session. There being none, the meeting continued.

**VII. UNFINISHED BUSINESS**

**a. Hampton Inn/Tourism Agreement**

Mr. Yoti Jabri presented the proposed Hampton Inn/Tourism Agreement with supporting documentation of a blank "Annual Review Application" and a "Request Rebate Form (collectively Attachment "B").

As directed by Ms. Erard, Chair Henshaw asked for a motion to accept the proposal as presented for open discussion.

Mr. Washinton made a motion, seconded by Mr. Hunt, to accept the proposed Hampton Inn/Tourism Agreement with attachments as presented for discussion.

On vote:

- In favor: (7) Boyd, Cheek, Henshaw, Hunt, Jabri, Jackson, Washington
- Opposed: (0)
- Abstain: (0)
- Absent: (0)

Chair Henshaw lead the discussion with his opinion that the EDA should accept the agreement, indicating that the EDA supports growth in the County and should not send a “no growth” message. Mrs. Jackson asked for clarification on “Full Time Employee” status and hours; Mr. Yoti Jabri indicated the agreement could be amended to reflect IRS regulations for “Full Time Employment”. Chair Henshaw suggested the Directors posed questions to Ms. O’Connell and Mr. Patel, to which the Directors had no issue and the guests were amicable. Ms. O’Connell indicated Kalyan Properties would prefer the agreement state applicants are to follow IRS regulations for auditing purposes. Mr. Washington agreed with Mr. Henshaw that the EDA should not “slip hairs” on minor items within the agreement; should not place too many stipulations on businesses wishes to locate or expand. Chair Henshaw reminded the Directors that the responsibility for auditing the businesses under this agreement would fall on the County. Mr. Yousef Jabri agreed the EDA should make the process of growth easier for businesses.

As directed by Ms. Erard, Chair Henshaw asked for a motion to accept the suggested amendments to the Hampton Inn/Tourism Agreement as discussed.

Mr. Jackson made a motion, seconded by Dr. Boyd, to accept the suggested amendments to the Hampton Inn/Tourism Agreement as discussed.

On vote:

In favor: (7) Boyd, Cheek, Henshaw, Hunt, Jabri, Jackson,  
Washington  
Opposed: (0)  
Abstain: (0)  
Absent: (0)

With Ms. Erard making the suggested amendments to the Hampton Inn/Tourism Agreement as they were presented, Chair Henshaw asked the Directors approve the revised Hampton Inn/Tourism Agreement on consensus. With all Directors in agreement, the revised Hampton Inn/Tourism Agreement was approved.

Chair Henshaw asked if there was additional business of the EDA to be discussed; with nothing presented, he asked for a motion that the meeting be adjourned.

### **ADJOURNMENT**

Mr. Cheek moved, seconded by Mr. Hunt, that the meeting be adjourned at 12:16 p.m.

On vote:

In favor: (7) Boyd, Cheek, Henshaw, Hunt, Jabri, Jackson,  
Washington  
Opposed: (0)  
Abstain: (0)  
Absent: (0)

Remaining regular meeting date for 2023: November 15, 2023





## AGENDA

Prince George County Economic  
Development Authority  
County of Prince George, Virginia

October 18, 2023 – 12:00 P.M.

Community Room, Human Services Bldg.,  
6450 Administration Drive, Prince George County, VA

- I. Call to Order
- II. Roll Call
- III. Proof of Notice of Meeting
- IV. Approval of Agenda
- V. Public Comment
- VI. Closed Session – if necessary
- VII. Unfinished Business
  - a. Hampton Inn/Tourism Agreement
- VIII. Adjournment

In addition to EDA members, the County Board of Supervisors, County Administrator, and County support staff invited to the meeting.

Remaining Meeting schedule: Wednesday, November 15, 2023

\*Special Meetings called as needed



**PERFORMANCE AGREEMENT**

PRINCE GEORGE COUNTY,  
THE ECONOMIC DEVELOPMENT AUTHORITY  
FOR THE COUNTY OF PRINCE GEORGE,  
AND  
HORIZON PARTNERS II LLC

**THIS PERFORMANCE AGREEMENT** (the "Agreement") is entered into as of this \_\_\_\_ day of September 2023, by and between Prince George County (the "County") a political subdivision of the Commonwealth of Virginia, and the Economic Development Authority for the County of Prince George (the "EDA"), a political subdivision of the Commonwealth of Virginia, and Horizon Partners II LLC, a limited liability company (the "Developer"). Collectively, the County, the EDA, and the Developer shall be referred to herein as the "Parties."

**RECITALS:**

- A. The County established Exit 45 as a Tourism District, consisting of all that area near Exit 45 of Interstate 95 shown on an official map entitled "Prince George Exit 45 Tourism Zone, April 8, 2014." The purpose of this district is to provide economic incentives and regulatory flexibility to businesses that will attract visitors to, and make a substantial investment in, and create new jobs in the County.
- B. The Hampton Inn located at Exit 45 is a business that advances the county's strategic goals identified in the Prince George County Economic Development and Tourism Strategic Plan (November 2013), the County's Exit 45 Strategic Plan (January 2014) and the County's Comprehensive Plan. The Developer intends to expand the Hampton Inn at Exit 45 (the "Project") and make a \$125,000 capital investment in the expansion of the Hampton Inn, and the creation and continued existence, of five (5) new full-time jobs for the term of this Agreement.
- C. The Code of Virginia § 15.2-4900 *et. seq.*, 1950, as amended, authorizes the EDA to accept contributions and to make grants for the purpose of promoting economic development in the County.
- D. The County authorized the County Administrator to execute this Agreement by Resolution \_\_ on \_\_\_\_\_, 2023.
- E. The EDA's Board of Directors authorized its Chair to execute this Agreement by Resolution \_\_, at its \_\_\_\_\_, 2023 meeting.

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**AGREEMENT:**

The parties state that for and in consideration of the mutual covenants and undertakings of the parties to this Agreement, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties mutually agree, each with the other, as follows:

- 1. Recitals.  
The Recitals are incorporated as if fully set forth herein.
  
- 2. Eligibility Criteria.  
To be eligible to receive incentives pursuant to this Agreement, the Developer must:
  - 2.1. Capital Investment.  
Make a \$125,000 capital investment in the expansion of the Hampton Inn and the creation and continued existence of five (5) new full-time jobs for the term of this Agreement. The Developer shall provide such documentation that is necessary to demonstrate compliance with this requirement as may be required by the County.
  
  - 2.2. New Jobs.  
Employ five (5) new employees full-time and pay the new employees at least 86 working hours per month in the County for sixty (60) consecutive months.
  
  - 2.3. Tax Returns.  
File all required County tax returns on time and pay all County taxes on time.
  
  - 2.4. Annual Performance Report.  
Send an annual performance report, with sufficient documentation of compliance with all the eligibility criteria, to the County Administrator. This report is due annually on July 31st on a form provided by the County.
  
- 3. Rebate/Incentive.  
Once all the requirements of this Agreement have been met, and continue to be met, as determined by the County Administrator or his or her designee, the Developer shall be entitled to a rebate of twenty-five percent (25%) of new transient occupancy taxes generated by the Project, for five years after having met and consistently maintained all eligibility requirements contained in this Agreement.



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3.1. Rebate Request.  
Once all the eligibility requirements have been met, the Developer shall submit a request for the rebate for the prior year annually between July 1 and August 1 on forms provided by the EDA. The rebate will be verified by the County Administrator, or his or her designee, and processed by the EDA within 60 days of verification of compliance.

3.2. Trust Taxes Paid Timely.  
No rebate shall be issued to the Developer for the transient occupancy taxes until the Developer demonstrates that those trust taxes have been paid in a timely manner to the County. Failure to pay taxes in a timely manner shall constitute a breach and may constitute grounds for termination of this Agreement.

3.3. No Default.  
Failure on the part of the Developer to apply for a rebate shall not be considered a default for purposes of this Agreement.

4. EDA Obligations.

4.1. Annual Appropriation.  
The EDA's obligation to pay this grant is subject to annual appropriation of the grant amount by the County to the EDA. The County will appropriate the grant amount to the EDA in each year for which the Developer meets all eligibility criteria; however, this obligation of the County is subject to an annual appropriation by the Prince George Board of Supervisors and is not a general obligation or debt of the County.

5. Term.  
This Agreement begins upon execution by all of the parties and ends five years after the Developer has met and consistently maintained all eligibility requirements contained in this Agreement.

6. Miscellaneous.

6.1. Agreement Binding.  
This Agreement is binding upon and shall inure to the benefit of the parties and their respective heirs, devisees, legal and personal representatives, assigns, and successors in interest.

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6.2. Virginia Law.  
This Agreement is governed by Virginia law. The Circuit Court of the County of Prince George, Virginia is the exclusive venue for any litigation regarding this Agreement.

6.3. Audit.  
The County and the EDA shall have the right to audit books and records (in whatever form they may be kept, whether written, electronic or other) pertaining to the income of the Project as is relevant to this Agreement (including any and all documents and other materials, in whatever form they may be kept, which support or underlie those books and records), kept by or under the control of the Developer, including, but not limited to, those kept by the Developer, its employees, agents, assigns, successors and sub-users. Any EDA or County requested audit will be at the expense of the EDA and will be conducted after reasonable advance written notification is given to the Developer. The Developer shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this Agreement and for at least five years following the completion of this Agreement. The books and records, together with the supporting or underlying documents and materials, shall be made available, upon request, to the EDA or County, through their employees, agents, representatives or other designees, during normal business hours at the Developer's office or place of business in Prince George, Virginia. In the event that no such location is available, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location in Prince George, Virginia, which is convenient for the EDA. This paragraph shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which the EDA or County may have by state, county or federal statute, ordinance, regulation or agreement, whether those rights, powers or obligations are express or implied. The Commissioner of the Revenue may release to the County Administrator and the County may generally release any of the Developer's tax information (which might otherwise be confidential) as required to administer this Agreement, which includes

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the amount of any performance grants paid under this Agreement, and information establishing the Developer's eligibility for this Agreement's incentives.

6.4. Default; Right to Cure.

In the event of any default by the Developer under this Agreement, including but not limited to Paragraph 2 of this Agreement, the EDA or the County will provide written notice of default and the Developer shall have a period of thirty (30) days to cure such default, except that if the default cannot be cured within such thirty (30) day period, then the EDA in its reasonable discretion may permit the Developer to continue to cure such default until completed. If such default is not cured, then the EDA or the County may revoke or terminate this Agreement. Upon any termination or similar event, any Performance Incentive Payment earned to the date of such notice of default shall be processed and provided in accordance with this Agreement.

6.5. Force Majeure.

If any party cannot fulfill its obligations under this Agreement due to force majeure, that party will explain to the other parties, in writing and within a reasonable time after the force majeure event, why it cannot meet its obligations. That party's obligations will be suspended so long as it is making reasonable efforts to regain the ability to fulfill its obligations. Force majeure means acts of a public enemy, riots, insurrections, arrests, civil disturbances, labor unrests or strikes, machinery failure, inability to obtain necessary supplies/utilities/services, serious weather conditions, or orders of the U.S. or Virginia government or any military authority.

6.6. Termination Grounds.

If the County Administrator determines that repeated violations of the noise ordinance, ABC regulations, statewide fire prevention code, state building code, zoning regulations, or other health and safety regulations, including but not limited to grass, trash, and clutter, have occurred at or are attributable to the Hampton Inn or any other property located in Prince George County in which Anil Patel has an ownership interest, or if the Hampton Inn or any other property in which Anil Patel has an ownership interest, becomes a

225 public nuisance, the County Administrator will notify the  
226 Developer of the County's intent to terminate this  
227 Agreement. If the Developer does not remedy all  
228 violations to the County's satisfaction within thirty (30)  
229 days, the County may terminate this Agreement.  
230

231 6.7. Nondiscrimination; Drug-Free Workplace.

232 During the Term of this Agreement, the Developer  
233 agrees as follows:  
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235 (i) The Developer will not discriminate against any  
236 employee or applicant for employment because  
237 of race, religion, color, sex, national origin, age,  
238 disability, or any other basis prohibited by state  
239 law relating to discrimination in employment,  
240 except where there is a bona fide occupational  
241 qualification/consideration reasonably necessary  
242 to the normal operation of the Developer. The  
243 Developer agrees to post in conspicuous places,  
244 available to employees and applicants for  
245 employment, notices setting forth the provisions  
246 of this nondiscrimination clause.  
247

248 (ii) The Developer in all solicitations or  
249 advertisements for employees placed by or on  
250 behalf of the Developer, will state that the  
251 Developer is an equal opportunity employer.  
252

253 (iii) Notices, advertisements and solicitations  
254 placed in accordance with federal law, rule, or  
255 regulation shall be deemed sufficient for the  
256 purpose of meeting the requirements herein.  
257

258 (iv) The Developer will include the provisions of  
259 the foregoing subsections (i), (ii) and (iii) in every  
260 contract, subcontract, or purchase order of over  
261 Ten Thousand Dollars (\$10,000.00), so that the  
262 provisions will be binding upon each contractor,  
263 subcontractor or vendor.  
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265 During the performance of this Agreement, the Developer  
266 agrees as follows:  
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268 (i) The Developer will provide a drug-free  
269 workplace for the Developer's employees.  
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(ii) The Developer will provide in its employee handbook, available to employees and applicants for employment, a statement notifying employee to the effect that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Developer's workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(iii) The Developer will include the provisions of the foregoing subsections (i), (ii) and (iii) in every contract, subcontract or purchase order of over Ten Thousand Dollars (\$10,000.00), so that the provisions will be binding upon each contractor, subcontractor or vendor.

(iv) The Developer will state in all advertisements or solicitations for employees that the Developer maintains a drug free workplace.

6.8

Entire Agreement.

This Agreement contains the entire understanding of the parties and no conflicting agreement, statement, or promise made by any party or to any employee, officer, or agent of any party which is not contained in this Agreement shall be binding or valid.

6.9

Amendments.

This Agreement may be modified only by a writing signed by all the Parties.

6.10

Notices.

All payments, sums, notices, demands, reports, or requests from one party to another shall be sent by any commercially available mail service, with tracking, postage prepaid to the addresses below, and shall be deemed to have been given at the time of receipt.

All notices, demands, or requests from a Party to the EDA shall be given to the

EDA: Chair  
Economic Development Authority

317 P.O. Box 68  
318 Prince George, Virginia 23875  
319

320 With copy to: County Attorney  
321 P.O. Box 68  
322 Prince George, Virginia 23875  
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324 All notices, demands, or requests from a Party to the County  
325 shall be given to the  
326

327 County: County Administrator  
328 P.O. Box 68  
329 Prince George, Virginia 23875  
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331 With copy to: County Attorney  
332 P.O. Box 68  
333 Prince George, Virginia 23875  
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335 All notices, demands, or requests from a Party to the  
336 Developer shall be given to the  
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338 Developer: Anil Patel  
339 15820 Woods Edge Road  
340 South Chesterfield, Virginia 23834  
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342 Either party may change its address for notices from time to  
343 time by giving notice of its new address to the other party  
344 pursuant to this paragraph.  
345

346 6.11 Severability.

347 If any provision or portion of this Agreement shall be  
348 held by a court of competent jurisdiction or by  
349 controlling law to be illegal, invalid, or unenforceable,  
350 the remaining provisions or portions shall remain in full  
351 force and effect.  
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355 [THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK.]

356 In signing below, the parties agree to the terms of this Agreement and covenant  
357 that each possesses the requisite authority necessary to execute this Agreement.  
358

359 **EDA:**  
360 **ECONOMIC DEVELOPMENT AUTHORITY**  
361

362 By: \_\_\_\_\_  
363 Chair/ Vice Chair  
364

365 COMMONWEALTH OF VIRGINIA:  
366 COUNTY OF PRINCE GEORGE  
367

368 The foregoing Performance Agreement was acknowledged before me this \_\_\_\_\_  
369 day of \_\_\_\_\_, 2023, by \_\_\_\_\_, Chair / Vice Chair  
370 of the Economic Development Authority for the County of Prince George, a political  
371 subdivision of the Commonwealth of Virginia.

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373 \_\_\_\_\_  
374 NOTARY PUBLIC

375 My Commission Expires: \_\_\_\_\_

376 My Registration Number: \_\_\_\_\_  
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380 COUNTY:

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382 By: \_\_\_\_\_  
383 County Administrator  
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385 COMMONWEALTH OF VIRGINIA:  
386 COUNTY OF PRINCE GEORGE  
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388 The foregoing Performance Agreement was acknowledged before me this \_\_\_\_\_  
389 day of \_\_\_\_\_, 2023, by Jeffrey D. Stoke, the Prince George County  
390 Administrator.

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392 \_\_\_\_\_  
393 NOTARY PUBLIC

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395 My Commission Expires: \_\_\_\_\_

396 My Registration Number: \_\_\_\_\_

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398 APPROVED AS TO FORM:

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401 \_\_\_\_\_  
402 County Attorney

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**DEVELOPER:**

By: \_\_\_\_\_  
Anil Patel

COMMONWEALTH OF VIRGINIA  
COUNTY OF PRINCE GEORGE

The foregoing Performance Agreement was acknowledged before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2023, by Anil Patel on behalf of Horizon Partners II LLC.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_  
My Registration Number: \_\_\_\_\_



# Annual Review Application (page 1 of 2)

Due to Economic Development and Tourism Department July 30

Date: \_\_\_\_\_

1. Tourism Zone Location: \_\_\_\_\_ Exit 45
2. Business Firm Identification Number (FEIN): \_\_\_\_\_
3. Local Name: \_\_\_\_\_ Trading Name: \_\_\_\_\_
4. Physical Address: \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_
6. Contact Name & Title: \_\_\_\_\_
7. Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_
- Website: \_\_\_\_\_
8. Date Qualified Tourism Business: \_\_\_\_\_ Date Business opened: \_\_\_\_\_
9. Has your primary business purpose or location (as described in the performance agreement) changed in the last 12 months? Yes \_\_\_ No \_\_\_ If 'yes', please describe: \_\_\_\_\_  
\_\_\_\_\_

	Year 1 Fiscal Year: _____	Year 2 Fiscal Year: _____	Year 3 Fiscal Year: _____
BPOL fee paid			
Property tax paid			
M&T tax paid			
Business property tax paid			
# Full time employees (as of December 31)			
# Part time employees (as of December 31)			
# Less than Part time employees (as of December 31)			
# FTE employees			
Average hourly wage			
Capital Investment			

\* Fiscal year begins July 1 and ends June 30

Annual Review Application (page 2 of 2)

Business Firm Representative:

I, the undersigned, am an authorized representative of the business firm for which the request is made. I declare under penalty of perjury that this request has been examined by me and is, to the best of my knowledge, an accurate statement. I further affirm that the business firm has met the requirements for the Tourism Zone Program and understand the clawback provisions as set forth in the performance agreement. All records relevant to the requirements of this form shall be made available to the Director of Economic Development.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

This annual application was witnessed by me this day of \_\_\_\_\_  
month/day/year

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**Office Use Only**

Date Received by Commissioner of the Revenue: \_\_\_\_\_

Tax information verified by: \_\_\_\_\_

Application forwarded to EDA: \_\_\_\_\_

Reimbursement approved: \_\_\_\_\_

Check # / date/ amount: \_\_\_\_\_

# Sample Performance Agreement

Currently being revised.



**Exit 45 Tourism Zone Business  
Request Rebate Form**

**Date:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Business Contact/Owner:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Tax Map Number:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Check One:** \_\_\_ New Tourism Business \_\_\_ Existing Tourism Business (See

**Exit 45 Tourism Ordinance, Section 74-483 - 74-786**

Qualified Business Type (See Tourism Ordinance, Section 74-483 – 74-486)

\_\_\_\_\_

**Brief description of business plan/project:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Amount of Capital Investment Expended (Attach list of expenditures):**

\_\_\_\_\_

\_\_\_\_\_

**Number of new or additional employees:** Full time \_\_\_\_\_ Part time \_\_\_\_\_ (Attach Quarterly Virginia Employment Commission filings FC20-21)

**Request Rebate Form** (page 2 of 2)

Business Firm Representative:

I, the undersigned, am an authorized representative of the business firm for which the request is made. I declare under penalty of perjury that this request has been examined by me and is, to the best of my knowledge, an accurate statement. I further affirm that the business firm has met the requirements for the Tourism Zone Program and understand the clawback provisions as set forth in the performance agreement. All records relevant to the requirements of this form shall be made available to the Director of Economic Development.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

This request form was witnessed by me this day of \_\_\_\_\_  
month/day/year

\_\_\_\_\_  
Notary Public My commission expires: \_\_\_\_\_

**Office Use Only**

Date Received by Economic Development and Tourism Department: \_\_\_\_\_

Tax information verified by: \_\_\_\_\_

Application forwarded to EDA: \_\_\_\_\_

Reimbursement approved: \_\_\_\_\_

Check # / date/ amount: \_\_\_\_\_