

CITY OF NEW ORLEANS

Office of Community and Economic Development
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INDUSTRIAL TAX EXEMPTION PROGRAM TIMELINE

- 1) **Local Governing Authority (LGA)**
Prior to advance note filing, the potential applicant shall provide written notice to LGA of their interest to pursue an ITE. LGA will advise applicant of all local requirements and request the submission of "Notice of Intent" form prior to project commencement.
- 2) **Advance Notification** must be filed with LED prior to beginning the project.
- 3) **Application** (linked to Fastlane)
The application must be filed within 90 days of completion of project.
- 4) **LED Review and Approval**
If Board approved, the ITEP applicant shall then seek City approval based on local program criteria. If Board denied, the ITEP applicant is no longer eligible for City approval.
- 5) **Local Governing Authority (LGA)**
Upon Board approval, the application is then sent to the local governing authority. After review by the LGA staff, the application is presented for approval at a local public hearing.

60-90 day approximated local processing timeline (based on best case scenario practices)
 - OED Review
Applicant must submit ALL intake forms requested within 15 business days of OED notification
 - ITEP Committee Review and Recommendation
ITEP Review Committee meets on the last Wednesday of the month; local requirement packages must be submitted 3 weeks prior to meeting
 - Inter-office Departmental Review
Routed within 1 week after committee meeting
 - Public Hearing Date Request
Routed to council within 1 week after interoffice review
 - Council Review
 - Public Hearing (City Council votes on project approval/disapproval based on City of New Orleans ITEP Committee Recommendations and local criteria)
Scheduled 2 weeks after set public hearing date
 - ITEP Resolution Request
Available one week after public hearing ruling
- 6) **Commence Project** (see CNO Ordinance Calendar No. 32,472, lines 13-15)
- 7) **Contract**
After approval of the application by the Board of Commerce and Industry, a contract is drafted for signature by the applicant and the Governor. Copies of this executed contract are then forwarded to the contractee, local assessor, and LGA.
- 8) **Project Completion Report/Affidavit of Final Cost**
The PCR is completed by the contractee within 3 months of project completion; the AFC is completed within 6 months of project completion.