START-UP NY Designation Checklist

Campus Name:

Contact: **Phone:** **Email:**
Address:
Website:

Item #	Description	Desired Result	✓
1	Tax-Free Area Plan	Electronic and hard copy	☐
2	Polygon shape file of the campus area	Electronic GIS File	☐
3	Shape File (point data) of vacant space	Electronic GIS File – template available	☐
4	List of property(ies) including type of space, address, square footage, etc. (see Excel Template)	Electronic Excel Spreadsheet	☐
5	Leases or other agreements signed by campus or college	Attach to plan	☐
6	Conflict of interest guidelines	Attach to plan	☐
7	Certification that the sponsor is compliant with the anti-competition provision of the statute	Attach to plan	☐
8	Attestation or letter indicating that designation of tax free area will not jeopardize tax-free bond status of the college or campus	Attach to plan	☐
9	Evidence of preference to underutilized properties if plan includes space/land outside of campus boundaries (SUNY/CUNY/community college)	Attach to plan	☐
10	Certification that the Sponsor has not relocated or eliminated any programs, offices, housing, et al	Attach to plan	☐
11	Evidence of submission of Tax-Free Area Plan to interested parties*	Evidence of submission	☐
12	A statement signed by the President of the campus or college that the information contained in the application is accurate and complete	Attach to plan	☐

***SUNY/CUNY/community colleges**: At least 30 days prior to submitting final plan, the campus/college must provide the municipality or municipalities in which the proposed Tax-Free NY Area is located, local economic development entities, the applicable campus or college faculty senate, union representatives and the campus student government with a copy of the plan. If the plan of the campus/college includes land or space located outside of the campus boundaries, the campus/college must consult with the municipality or municipalities in which such land or space is located prior to including such space or land in the proposed Tax-Free NY Area and shall give preference to underutilized properties. **Private colleges or universities**: At least thirty (30) days prior to submitting the Plan to the Commissioner, the campus/college must consult with the chief executive officer of the municipality or municipalities and notify a local economic development entity representing the area, when the proposed Tax-Free NY Area is located outside of the campus boundaries.

Print Form