

***Economic
Development
In
Abington
Township***

A Business Resource Guidebook

Introduction To Services

Table of Contents

About ABC and EDC.....	Page 01
Business Checklist.....	Page 02
Business Partnership Grant.....	Page 03
Grant Application.....	Page 04
Partnership for Progress.....	Page 05
Property Maintenance.....	Page 06
Registration From.....	Page 07
Security Tips.....	Page 08
Tax Information.....	Page 09
EDC Membership/Mission.....	Page 10
Tax Abatement Form.....	Page 11
Tax Abatement Districts.....	Page 12
EDC Membership/Mission.....	Page 13

ABC and EDC

The Abington Business Community (ABC) is the combined affiliation of all businesses located within Abington Township. The Township's resources to support the Abington Business Community consists of the physical Economic Development Office, a one-stop, business resource shop, and the Economic Development Committee (EDC) which formulates policy and recommends economic implementation strategies. Together, they are the driving force behind production of materials such as this guidebook, and other efforts fostering an efficient business climate within the town.

The EDC coordinates all related downstream and upstream economic entities into one accessible source. The ABC is also represented by a website where information on business and economic development programming is made easily accessible to all. For more information and details, visit www.abington.org

Mission of the Economic Development Office

1. To produce publications and web services which promotes Abington Business.
2. To administer the Abington Township Business Assistance Grant Program.
3. To administer the Abington Tax Abatement Program for qualifying businesses.
4. To guide business inquiries to appropriate internal and external agencies.
5. To maintain a property/site inventory of available business properties.
6. To streamline the business inquiry process and business startup requirements.
7. To maintain and continually improve business corridors and streetscape.
8. To staff and support the Township Economic Development Committee.
9. To organize and assist various promotional events in active business districts.
10. To engage and support the various business organizations in operation.

Checklist for Starting or Expanding a Business in Abington Township

New Business

- ◆ Visit the Economic Development Office for process overview, grant opportunities, loan information, and registration for our Business Website and Business Directory.
- ◆ Zoning Review: Visit with the Zoning Official to determine use approval prior to any occupancy.
- ◆ Zoning Hearing Board: A hearing may be required if the intended use does not comply with Zoning Use Codes.
- ◆ Business License: Apply for a Mercantile or Business Privilege License with the Tax Office prior to opening.
- ◆ Sign Permit: Submit a sign plan and permit application to the Code Department prior to ordering or erecting a new sign, or changing any existing sign.
- ◆ Certificate of Occupancy: Apply for an occupancy permit at the Code Department prior to building use or Commencing business operations.

Note: This column checklist assumes the building will be used as is, without tenant layout or egress changes. If such changes are proposed, proceed to the With Construction checklist now.

Business Expansion

- ◆ Visit the Economic Development Office for process overview, grant opportunities, loan information, Tax Abatement Application and registration for our business Website and Business Directory.
- ◆ Zoning Review: Visit with the Zoning Official to determine expansions rights under the applicable zoning regulations. If the Zoning Official determines variances are needed, the plan preparation step below would be completed in preparation for a meeting with the Zoning Hearing Board.
- ◆ Plan Preparation: A major expansion will require professional architectural drawings and site plans. Visit architectural and engineering firms to develop appropriate plans. Our Township Engineering Office may be able to provide site plan data already on file with the Township.
- ◆ Land Development Review: Submit application and land plans to the Township Zoning and Planning Official for future review by the Planning Commission, Code Enforcement Committee, and full Board of Commissioners. This process can take up to 90 days or longer.

Note: Minor land development applications may not need LD Review as the Official may determine. Assuming the proposed project is approved via the process above, proceed to the With Construction checklist now.

With Construction

- ◆ Building Permit: Apply directly to the Township Code Department for the appropriate building permit applications as the proposed construction may require. Separate permit review and issuance is required for each of the following:
 - Electrical Installations
 - Fire Alarm and Sprinklers
 - Final Use and Occupancy
 - General Construction
 - Mechanical or HVAC Work
 - Other applicable permits as Determined by the Code Dept.
- ◆ Montgomery County Health Department: Apply directly to the County for review and approval required for most food and beverage establishments. Contact them prior to plan generation,
- ◆ ADA Compliance: ADA guidelines are reviewed by a separate outside agency. Information is available at the Code Department.
- ◆ If applicable, return to the Economic Development Office for grant and tax abatement processing at this time.

Partnership Grants In Town Revitalization

(Up to \$4,000) An Economic Development Committee Initiative

The purpose of this Grant is to assist small business (less than 3000 square feet) with the cost of revitalizing the semi-public space (property line to front building façade) where significant visual change in a building or property is proposed to enhance the district environment.

Terms and Conditions

- ⇒ Replacement of property elements with new and different materials. This change must be complimentary to the existing character of the surrounding business district and shall demonstrate a positive, noticeable change in appearance.
- ⇒ Replacement or repair with like materials is generally not applicable, unless it can be agreed that the repair will eliminate the appearance of a blighted property.
- ⇒ Elements applicable for the grant program shall include, but not limited to the following types of Improvements:
 - signs, lights, decorative banners, benches, site hardscape elements such as brick pavers or stone monuments, doors, shutters, new awnings, and permanent landscape treatments.
- ⇒ The grant may be made to match up to 50% of the cost of the improvement to a maximum of \$4,000 per site.

Application Procedure

- ⇒ The applicant shall complete the grant request form and attach any drawings, concepts or material pertinent to the application.
- ⇒ The applicant period shall be through September 30th of each year.
- ⇒ The EDC shall make a motion to approve or deny the grant, and may impose any conditions necessary to ensure the intended outcome.
- ⇒ Staff shall review three quotations for each work item and request, and if the request is approved by the Committee, shall issue a letter of intent to pay the chosen contractor direct for services rendered. In the case of landowner or business owner labor involvement, only material costs shall be included for coverage.
- ⇒ The EDC shall render decisions in order to determine the merits and priorities of a greater number of applications.
- ⇒ Grants are determined on merit, not by order received. The program is valid while funding is available. Funds must be sent in the calendar year of approval.
- ⇒ Previous year winners of the Town Revitalization Partnership Grant are not eligible to apply, but will be eligible to reapply next year if the program is offered.



Town Revitalization Partnership Grant Program Criteria APPLICATION

Date of Application: _____

Owner Name: _____

Business Name: _____

Address: _____

City: _____ State _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Business District _____

Briefly describe the proposed improvements, addressing how they meet the criteria for the program. Attach no more than one additional page:

Please attach the following:

Photos of current conditions of proposed site.

Plans, shop drawings, spec sheets, and/or other materials that represent the proposed changes.

Completed budget below, attach documentation including quotes for the proposed work (three are required)

BUDGET

Item/Description	Cost Paid by Applicant	Cost Paid by Grant	Amount
------------------	------------------------	--------------------	--------

I herewith acknowledge that I have read the grant criteria pages and the submitted information is true and current.

(Signature)

(Date)

Partnership for Progress

Central to the Economic Development Office (EDO) is the establishment and maintenance of key relationships which will enable the economic climate of Abington Township to prosper and grow. Vital to this endeavor, is the formation of key partnerships which enable possibilities to become a reality. Realizing that all business in Abington shares one common linkage, which is its association with the local government providing vital business services such as sewage treatment, trash, fire and police protection, road repair, plowing, lighting, streetscape improvement, grant opportunities, and tax abatement programs. It is the greater mission of the EDO to unite all economic resources for the global good of the Abington Business Community. To this end, the EDO encourages, all business entities and support organizations to work together in Partnerships for progress.

Organizations Supporting the Abington Economic Development Mission:

NAME	PARTNERSHIP ROLE	CONTACTS INFORMATION
BRIC	Business Resource Information Center providing start-up business with information, counseling and mentoring programs.	Mike Cohen 215-887-5122
DCED	The State sponsored Department of Community and Economic Development provides grant and funding opportunities for many community and governmental project requests.	Staff Personnel 866-466-3972
EDC	The Abington Economic Development Committee supports the EDO in policy making and implementation strategies.	Doug Callantine 215-771-5188
HUD	Community Development initiatives and funding made possible through the Abington Township Community Development Office.	Van Strother 267-536-1019
IDA	The Industrial Development Authority of Abington Township performs pass-through funding conduits for manufacturing and non-profit endeavors.	Bruce Toll 215-938-8027
KVBA	Keswick Village Business Association works with the EDO to promote and improve the Keswick Village Business District.	Michael Kelly-Cataldi 215-277-1295
MCDC	Montgomery County Department of Commerce provides small business loan funding .	Staff/ Personnel 866-466-3972
RVBA	The Roslyn Valley Business Merchants committee works with the EDO to support and fund-raise for major promotional events in the Roslyn Business District.	Zachary Hulayev 215-485-8937
SBA	The federal Small Business Association assists with various forms of low interest financing.	Staff/Personnel 215-580-2722

Business Property Maintenance Code Twelve Point Pledge

Prosperous business locations require attractive business surroundings.

As a member in good faith of the Abington Business Community, I pledge to do my part in keeping Abington an attractive and pristine place to invite customers and conduct business. I will maintain my business property according to the ABC guidelines:

1. I will keep all outward appearances and business building elements in good and proper repair.
2. I will follow buildings color schemes that compliment the area character as opposed to using uncoordinated materials or unattractive color schemes.
3. I will regularly clean any business window panes and keep approximately 75% of my window area free and clear of signage and lettering.
4. I will promptly replace any damaged or faded business signs or awnings on my property using quality materials.
5. I will not install any signs on the building, on the sidewalk or elsewhere not permitted under zoning ordinance.
6. I will remove all trash and debris from the property, sidewalk and parking lot daily.
7. I will not place trash out for pickup along the front property sooner than 24 hours prior to Township pickup, and I will arrange for appropriate number of pick-ups by my private hauler to avoid trash buildup on the site.
8. I will regularly clean the public sidewalk and parking lots areas by sweeping or hosing the areas clean.
9. I will regularly cut any lawn area on the premises so that grass is not taller than 6 inches, and remove all weeds, grass, moss and the like developing in cracks, curbs and sidewalks along the premises.
10. I will keep all landscape beds, green areas and sidewalk tree pits clean and weed-free. I will encourage quality landscape by caring for and supplementing original plantings with seasonal plant treatments and replacements.
11. I will not store business materials outside the building in public view, and will keep all legal storage areas and trash areas tidy and screened from public view.
12. I will promptly repair or replace all cracked and broken curbs and sidewalks along my property to eliminate trip hazards and lawsuits.

These standards were developed by a business/resident committee.

Submit a signed copy of this pledge to the Abington Township EDO for a recognition and pledge logo to display at your business location.

Business Owner Signature _____ Date: _____

Business Name: _____

Business Address: _____

The Abington Business Community Registration Form

Advantages of ABC Registration

1. Obtain recognition on the ABC website.
2. Inclusion in our Business Directory Publication.
3. Receive EDO mailing and program updates.
4. Participation in TV shows and video productions.
5. Notification of special events and new items.

Send form directly to:

Abington Township
Economic Development Office
1176 Old York Road
Abington, PA 19001

Preserve your Guidebook page by copying or scanning this Form for submission to the Office. This information is used with our website and business directory displays.

Business Name: _____

Address: _____

City, State, Zip: _____

Business Phone: _____

Business Fax: _____

Email address: _____

Business Website: _____

Business Type: _____ Corporation
_____ Partnership
_____ Sole Proprietor
_____ Other

Owner Business: _____

Home Phone: _____

Mobile Phone: _____

Approx Building Size in sq. ft.: _____

Own or Rent Building: _____

Business Logo used: Y/N: _____

Years in Operations: _____

Number of Employees: _____

Hours of Operations S M T W T F S

General Business Type: _____ Construction
_____ Manufacturing
_____ Professional
_____ Retail
_____ Sales
_____ Service

Specific Category:

_____ Assembly
_____ Food
_____ Auto/Vehicles
_____ Legal
_____ Repairs
_____ Design/Eng.
_____ Medical
_____ Wholesale
_____ Distribution
_____ Personal Care
_____ Financial
_____ Real Estate
_____ Other:



Please provide any additional information relevant to your business here:

My signature below represents the accuracy of this information and permission to use the information for business promotion as described above:

Signature: _____

Date of Submission: _____

Protect Your Profits: Security Tips for Small Business

Employees and Crime

Employees can help you be profitable or hurt you through waste, inattention to customers, or stealing. You must set the example for honesty and develop clear policies regarding security and theft.

- Develop and advise all employees of inventory control procedures. All merchandise entering and exiting your premises should be accounted for;
- Screen employees carefully before hiring them. Check their backgrounds to be sure they have not been fired for behavior you find is dangerous or unacceptable;
- Train employees in proper cash handling and security measures. Set policy regarding cash on hand and stick by it;
- Research shows that employees steal from businesses that are impersonal to them and lack clear policies. Show employees you care about them and their property, have signed police statements.
- Provide a clean and orderly work environment with secure places for their personal belongings;
- Offer personal child protection and home crime prevention information obtained from local law enforcement agencies and National Organizations;
- Support employee involvement in community organizations formed to prevent crime and help crime victims.

Robbery Prevention

Businesses are robbed ten times more often than individuals, but common sense can reduce the chance of becoming a victim as well as the amount of money lost if you're robbed. Take this quiz to assess your vulnerability to robbery.

CASH: Do you.....

- | | | |
|--|-----|-----|
| • Keep only small amounts on hand and advertise this fact? | Yes | No |
| | () | () |
| • Make frequent bank deposits? | () | () |
| • Make a drop safe or time delay safe? | () | () |
| • Vary your deposit time and route? | () | () |
| • Count cash only in a private area? | () | () |

LIGHTS, LOCKS, ALARMS: Do you.....

- | | | |
|--|-----|-----|
| • Have exterior and interior lighting that allows visibility into the store from the Street? | () | () |
| • Have emergency alarm systems that work? | () | () |
| • Have a buddy system signal with a neighboring store in case suspicious persons enter? | () | () |

- | | | |
|---|-----|-----|
| • Keep seldom used doors and windows locked at all times? | Yes | No |
| | () | () |
| • Use mirrors, cameras, or one way glass to observe all areas of the store? | () | () |

EMPLOYEES: Is There

- | | | |
|---|-----|-----|
| • More than one person to open and close? | () | () |
| • Careful screening before hiring? | () | () |
| • Care taken to have employees Notify police about loiterers who may be "casing" the store? | () | () |
| • Training on how to handle a robbery situation and effectively report it to the police? | () | () |

HAVE YOU

- Arranged your stock to allow clear visibility in the store?
- Set up a signal for the police patrol officer in case of a problem?
- Arranged for a risk analysis security survey with the Abington Township Police Department?

Where you answered "NO," take corrective action now!

If Confronted By A Robber:

- Stay as calm as possible. Try not to panic or show any signs of anger or confusion.
- Consider your well-being and that of your employees as the highest priority. Don't escalate the incident into a violent confrontation in which someone may be injured or killed;
- Make a conscious effort to get an accurate description of the robber(s): age, race, complexion, body build, height weight, type and color of clothing;
- After the robber leaves, call the police immediately.

Emergency: 911 All other calls: 267-536-1100

Abington Tax Information

Taxes for Abington Township Include:

- Real Estate Tax
- The Local Service Tax
- Real Estate Transfer Tax (collected by Montgomery County)
- The Mercantile & Business Tax Privilege (Gross Receipts)
- The Earned Income Tax (collected by Berkeimer Associates)

Township Taxes for 2015

Real Estate Tax	See below:
Real Estate Transfer Tax	- 1%
Local Service Tax	-\$52 Annually
Business & Mercantile Business Privilege Tax	- .0015 Retail: .001 Wholesale: .004 Service Business, Rental and Contractors
Earned Income Tax	- 1% (.5% to Township: .5% to School District)

Real Estate Taxes for 2015

Abington Township	- 3.9711 mills
Abington School District	- 29.89 mills (updated yearly in July)
Montgomery County	- 3.152 mills

Example of a House Assessed at \$150,000

Township Tax	3.9711 mills x 150,000 = \$ 595
School District Tax	29.89 mills x 150,000 = \$ 4,483
County Tax	3.152 mills x 150,000 = \$ 472
Total Tax	\$ 5,550

Breakdown of Township Taxes

General Fund	- 2.1177 mills
Fire Tax (to support Abington Volunteer Co's)	- .641 mills
Library Tax	- .43 mills
Debt Service	- .52 mills
Ambulance Service	- .01 mills
Parks and Recreation	- .2524 mills
Total	3.9711 mills

Mercantile & Business Privilege Tax

This tax is required to be filed by the 15th of April. This tax is based on the gross receipts, as shown on the Federal Income Tax Return, and reported to the Township on an annual basis. Each year, businesses are entitled to an annual exclusion of \$2,500 to be deducted from their gross receipts. The net result— the Taxable Gross Receipts are then calculated based on the Business Category: Retail Mercantile (.0015), Wholesale Mercantile (.001), Service Business (.004), Rental Income (.004). For New Businesses, a business license must be obtained prior to opening date. Tax must be paid within 40 days after opening date. Multiple first month's receipts by the number of months remaining to year end to arrive at estimate.

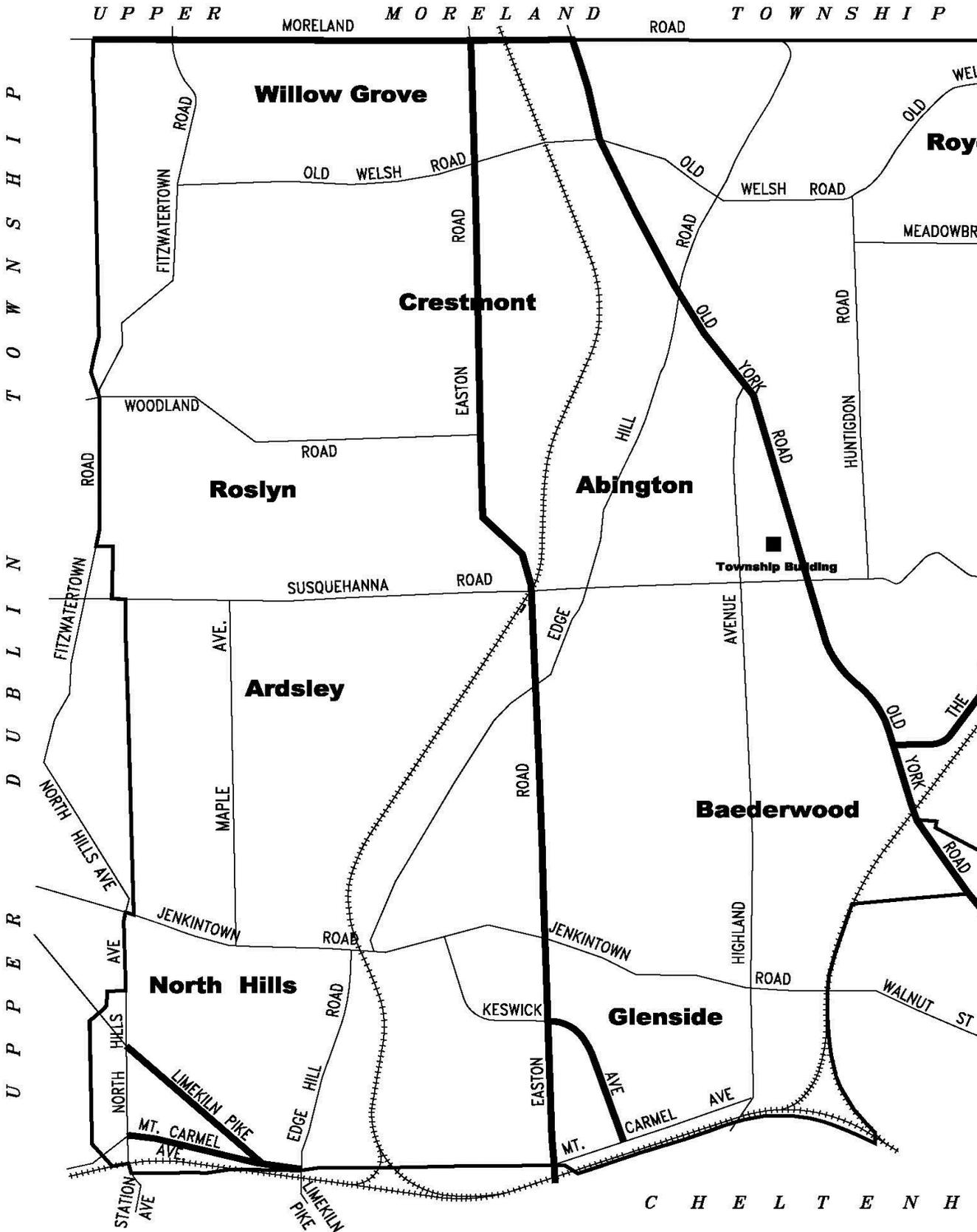
For additional information concerning your township, county and school tax bills, please contact the Tax Office on Monday-Thursday from 8a.m. to 5p.m. and Friday from 8a.m. to 4p.m. at 267-536-1024

Mission Statement of the EDC

Members of the EDC are appointed every three years by the Board of Commissioners. The Committee is charged with establishing and overseeing general policies that direct and advance economic revitalization within designated business districts and commercial corridors throughout Abington Township. As such, the EDC recommends to the Board of Commissioners the level of need, resource commitment, and order of priority to which economic programs and revitalization funds should be applied for the overall economic health of the Township. One of its primary missions has been to establish and maintain a “sense of place” in the various commercial communities, and to undertake the Township’s part in providing interest and attractiveness to the public and semi-public streetscape. In addition, to general policies, and good streetscape standards, the EDC, through the Township staffing mechanism, may establish specific programs to supplement the goals of economic revitalization within the constraints of Federal, State and Municipal rules and ordinances. The Committee is comprised of seventeen individuals who represent either specific Township institutions, business persons from the town or residents from the township’s communities.

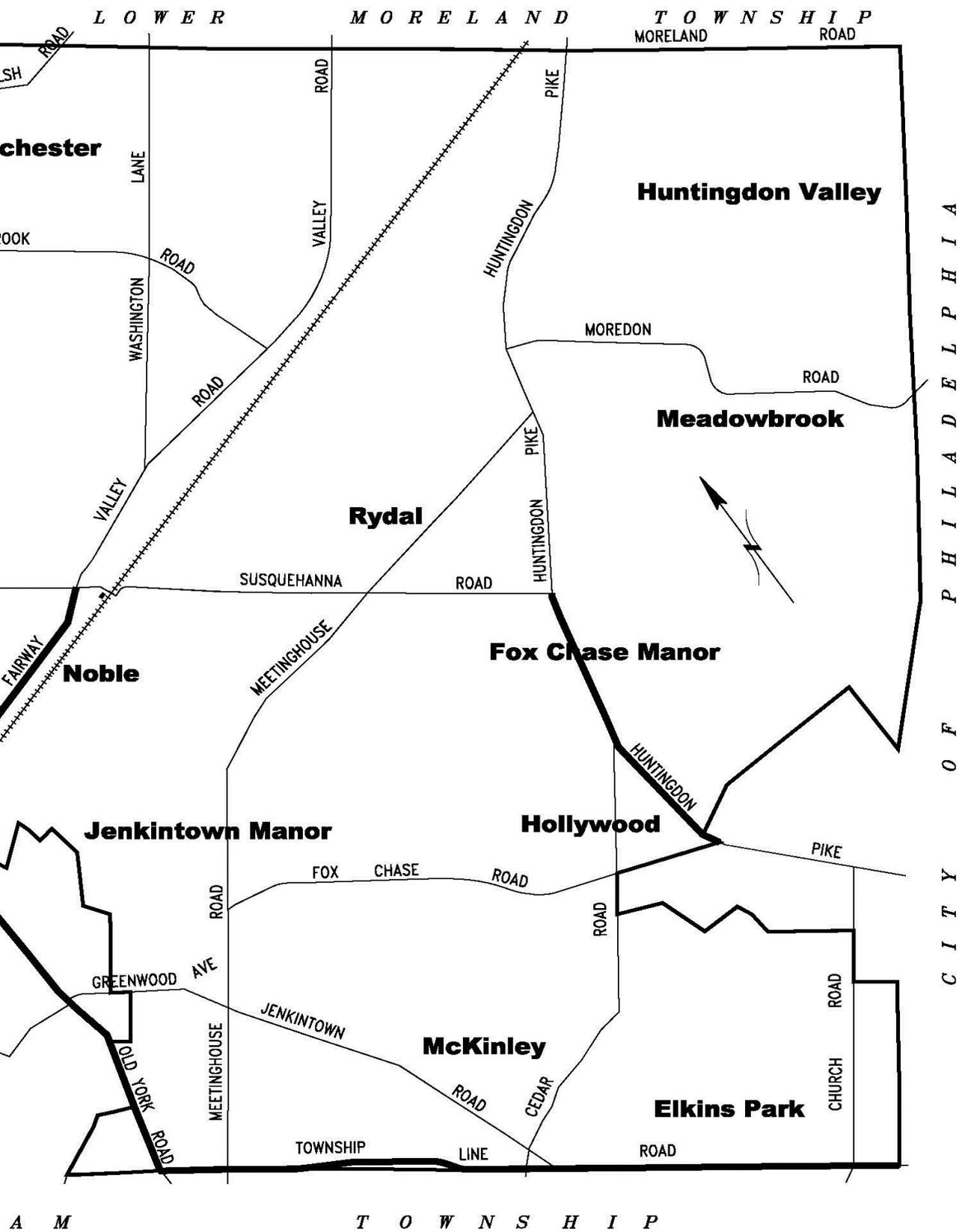
Members of the Abington Economic Development Committee:

Name	Organization Name
Doug Callantine	Chair
Randee Elton	Resident
Richard Gaglianese	Resident
Bruce Goodman	Goodman Properties
Charles Kahn, Jr.	Kahn Real Estate
Wendy Klinghoffer	Eastern Montgomery County Chamber of Commerce
Judith Kratka	Abington Memorial Hospital
Chris Lionetti	Abington School District
Jack Loew	Resident
Michael Markman	Commissioner Liaison
James Marshall	Resident
Mike McPaul	Resident
Bill Meyerowitz	Abington Art Center
David Mulvey	Cisco System’s VAR
Barbara Nye	Greater Glenside Chamber of Commerce
Elizabeth Smith	Resident/SEPTA
Matthew Vahey	Resident
Carter Van Dyke	CVDA Landscape Architect/ Planner
Erin Vizza	Resident/Greater Phila Chamber of Commerce
Tara Wehmeyer	Economic Development Office
Karen Wiley-Sandler	Penn State Abington



Abington Community Names

f Abington



Commercial Corridors

Application for Tax Abatement District Descriptions

(Use with new Construction and major renovations)

10 Yr. Abatement Schedule:

Year 1	100 Percent
Year 2	100 Percent
Year 3	100 Percent
Year 4	100 Percent
Year 5	75 Percent
Year 6	75 Percent
Year 7	50 Percent
Year 8	50 Percent
Year 9	25 Percent
Year 10	25 Percent

5 Yr. Abatement Schedule

Year 1	100 percent
Year 2	100 percent
Year 3	75 percent
Year 4	50 percent
Year 5	25 percent

Notice to Tax Payers: Under the provisions of Ordinance 1768, you may be entitled to a property tax exemption on your completed alterations or new construction. An application for exemption may be secured from the Office of Economic Development, and must be filled with the same at the time of building or alteration permit.

To preserve your guidebook, copy or scan this page.

Apply after building permit issuance and prior to occupancy

Identification:

Landowner Name: _____ Date: _____

Address: _____ Phone: _____

Tax Parcel #: (use number for the location for which exemption is sought) _____

Property Address: _____

Exemption Information:

1. Building Permit #: _____
2. Description of building improvement (attach permit or land development plan): _____
3. Cost of value of the improvement (attach Contractor's estimate): \$ _____
4. Amount of permit or improvement value which the applicant is requesting to be exempt pursuant to the ordinance: \$ _____
5. Date of anticipated completion of work proposed: _____

The information supplied above is true and correct.

Signature of Landowner: _____ Date: _____

Township Approval:

____ I certify all conditions of Resolution 09-28 have been met. Exemption will end on _____ Amt. Exempt _____

(use tax abatement checklist form for determination of above)

Economic Development Official Signature: _____ Date: _____

Tax Abatement District Descriptions

(Refer to ordinance maps for any unclear locations)

The Following Districts are approved for the Five-Year Abatement Schedule:

Ardsley District: All properties addressed to or having tax parcel frontage on Jenkintown Road between Edge Hill Road and Maple Ave, together with all properties addressed to Edge Hill Road between Jenkintown and Houston Avenue, and all properties addressed to or having frontage on the west side of Tyson Avenue within two hundred feet of the intersection with Jenkintown Road.

Huntingdon Pike District: All properties addressed to or having tax parcel frontage on Huntingdon Pike between Shady Lane and a point two hundred and fifty feet north of the intersection with Rockledge Avenue, and located in the Planned Business (PB) or Mixed Use (M) zoning districts.

Keswick Village: All properties addressed to or having tax parcel frontage on Keswick Avenue between Abington Avenue and Easton Road together with all properties having commercial zoning and tax parcel frontage on the east side of Easton Road between Parkdale Avenue and Oakdale Avenue. In addition, all properties addressed to or having tax parcel frontage on Easton Road from Keswick Avenue to Cross Road.

McKinley District: All properties addressed to or having tax parcel frontage on Township Line Road between West Avenue and the end of 939 Township Line Road.

Moreland District: All commercial properties along Moreland Road from Old York Road west toward, but not including 2500 Moreland Road.

North Hills District: All properties addressed to or having tax parcel frontage on Limekiln Pike between Central Avenue and Elm Avenue together with all properties addressed to or having frontage on Mt. Carmel Avenue between Chelsea Avenue and Tennis Avenue, and all properties addressed to or having frontage on the south side of Mt. Carmel Avenue between Station Avenue and Edge Hill Road.

Old York Road District: All properties addressed to or having tax parcel frontage on Old York Road between Moreland Road and Cloverly Road, except as provided for in the ten year schedule identified below.

Roslyn District: All properties addressed to or having tax parcel frontage on Easton Road between Old Welsh Road and Susquehanna Road together with all properties addressed to or having tax parcel frontage on Bradfield Road between Susquehanna and Easton Road.

The Fairway District: All properties addressed to or having tax parcel frontage on The Fairway between Old York Road and Rydal Road.

The Following Districts are approved for the Ten-Year Abatement Schedule:

Highland Road District: Units 1 and 37 of Block 305 also known as Switchville Crossing.

Davisville Road District: All properties addressed to Davisville Rd. and Easton Rd. on the east side to Old Welsh Rd.

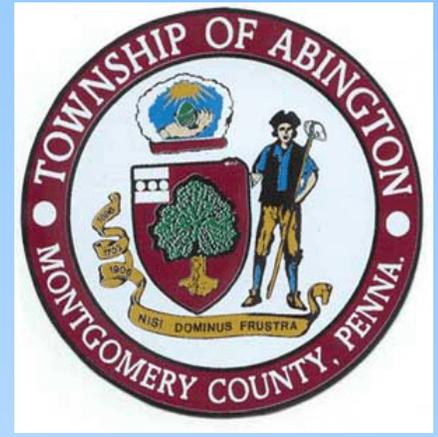
Roslyn Special District: All commercial properties along both sides of Easton Road from Susquehanna Road north Bradfield Road then proceeding south along Bradfield Road, all commercial properties along both sides to Susquehanna Road then proceeding east, all commercial properties on the north side of Susquehanna Road going back to Easton Road, together with all commercial properties on both sides of Heston Road.

Old York Special District: All commercial properties along both sides of Old York Road between Old Welsh Road and the Edge Hill Overpass.

Make application directly to the Economic Development Office—see form on previous page.



**Township of Abington
Economic Development
Office
1176 Old York Road
Abington, PA 19001**



Dear Business Owner:

The Economic Development and Business Resource Guidebook was prepared by the Abington Township Economic Development Office for your business and reference use.

In addition to valuable data and program information, this guide contains a variety of application forms which can be copied or scanned for your convince.

Thank you for being part of the Abington Business Community !

