

CHOOSE COLUMBIA

For business. For life.

A Business Applicant's Guide

Applying for Economic Development Incentives

How to secure tax incentives from the Columbia County Industrial Development Agency to grow or relocate your business in New York's Hudson Valley.

About the Columbia County IDA

The Columbia County Industrial Development Agency (CCIDA) is a public benefit corporation established in 1976 under Article 18-A of New York State General Municipal Law. It is the lead vehicle for delivering financial incentives that attract investment and create jobs across the county.

Our mission

To facilitate new and expanding businesses that create and retain jobs and promote private-sector investment, using the statutory powers established under New York State law.

What the IDA does for you

- Needs assessment & site selection
- Real property, sales, and mortgage tax relief
- Access to other public-sector programs
- Guidance through every step of the process

1976

Established under NYS General Municipal Law, Article 18-A

7

Board members appointed by the County Board of Supervisors

Public

Benefit corporation — meetings and records open to the public

Incentives available to your project

Through the IDA, eligible projects can access three core tax incentives, typically delivered together under a single project agreement.

1

PAYMENT IN LIEU OF TAXES

PILOT — Property Tax Abatement

A negotiated PILOT agreement abates increased real property taxes on a declining schedule — typically up to 20 years or the life of project financing.

2

ON CONSTRUCTION & EQUIPMENT

Sales & Use Tax Exemption

Exemption from state and local sales tax on materials, furnishings, and equipment purchased to build and equip the project, generally through completion.

3

ON PROJECT FINANCING

Mortgage Recording Tax Exemption

Exemption from the mortgage recording tax on financing secured for the project, granted at the initial closing for the life of the project.

Note: The exact benefit package and PILOT schedule are set by the IDA under its Uniform Tax Exemption Policy (UTEP) and the project's cost-benefit analysis.

Is your project eligible?

The IDA prioritizes projects that strengthen the county's tax base and create or retain quality jobs. Before applying, confirm your project aligns with these criteria.



Job creation & retention

Projects that create new full-time jobs or retain existing ones in Columbia County.



Private-sector investment

Capital investment in construction, renovation, machinery, or equipment.



Economically sound use

Manufacturing, industrial, commercial, or other eligible project types under Article 18-A.



Local economic benefit

A demonstrable net benefit to the county that justifies the requested assistance.

START HERE

Talk to the IDA first

No application is accepted without a preliminary meeting. A staff conference confirms eligibility, outlines the likely benefits, and reviews the fees and timeline before you invest in a full application.

Call (518) 828-4718

The application process at a glance

Plan for roughly 90–120 days from a completed application to closing, depending on project size and review.

1

Pre-application meeting

Confirm eligibility, benefits, fees & timeline with IDA staff.



2

Submit application

File the IDA application with the fee and an environmental form.



3

Inducement resolution

The board adopts a resolution and notifies affected taxing jurisdictions.

4

Public hearing

A noticed public hearing gathers community comment on the project.



5

Board approval

After SEQR review, the board votes on the approving resolution.



6

Closing & agreements

Execute PILOT, lease and benefit agreements; agent appointment begins.

Completing & submitting the application

What to submit

- The completed IDA application, answered fully by an officer familiar with the project
- Five (5) printed copies and one (1) electronic copy returned to the Agency
- A completed environmental assessment form (EAF) — required before final approval
- Applicant and attorney contact details and an authorized project spokesperson
- Supporting detail on jobs, investment, and the assistance requested

Good to know: All records held by the Agency are open to public inspection under Article 6 of the Public Officers Law.

Fees & timing

Application fee

Due with the completed application (set by Agency fee schedule).

Agency & legal fees

Transaction / closing fees scaled to the project; reviewed up front.

Cost-benefit analysis

Required to size benefits; larger projects need a full analysis.

Typical timeline

About 90–120 days from a completed application to closing.

Public review & board approval

Because IDA benefits affect local taxing jurisdictions, the law requires a transparent, public review before any assistance is granted.

1 Inducement resolution

The board adopts an initial resolution describing the project and the assistance contemplated, tentatively approving (inducing) it.

2 Notice to taxing jurisdictions

Copies of the resolution and any UTEP deviation are sent by certified mail to each affected taxing jurisdiction, including school districts.

3 Public hearing

A hearing is noticed and held in the locality so residents and officials can comment on the proposed benefits before a vote.

4 SEQR & approving resolution

After environmental review under SEQR, the board considers comments and votes on the final approving resolution.

After approval: closing & sales-tax mechanics

At closing you execute the project agreements. To use the sales-tax exemption, the IDA appoints your business as its agent and specific forms are filed with New York State.

Agreements you sign



PILOT agreement

Sets your payment-in-lieu-of-taxes schedule for real property.



Lease / leaseback

Title structure that conveys the IDA's tax-exempt status to the project.



Project benefits agreement

Locks in job and investment commitments tied to the benefits.

NYS sales-tax exemption forms

ST-60

IDA appoints your business as agent — filed within 30 days of appointment.

ST-123

Your agent exempt-purchase certificate for qualifying project purchases.

ST-340

Annual report of sales-tax exemptions you claimed, due each February.

Compliance, reporting & recapture

Incentives come with ongoing obligations. Meeting your job and investment commitments — and reporting on them — keeps your benefits secure.

1

Maintain commitments

Reach and sustain the employment and investment levels in your agreements.

2

Report annually

File Form ST-340 and respond to the IDA's annual project compliance surveys.

3

Stay within scope

Use exemptions only for authorized property and services under the agreement.

RECAPTURE / CLAWBACK

If commitments aren't met

The IDA may recapture benefits already provided if a project defaults — for example, by failing to meet employment requirements or using benefits outside the agreement.

In deciding whether to recapture, the IDA weighs good faith, the reasons for the shortfall, and the project's overall benefit to the county.

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Ready to get started?

The earlier you involve the IDA, the smoother the process. Reach out for a pre-application conversation about your project's eligibility and potential benefits.

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More Resources

[Application](#)

[Fee Schedule](#)

[Recapture of Project Benefits Policy](#)

[NYS Recapture Policy](#)

[Retail Sales Policy](#)

[Uniform Criteria for the Evaluation of Projects Policy](#)

[Uniform Tax Exemption Policy](#)