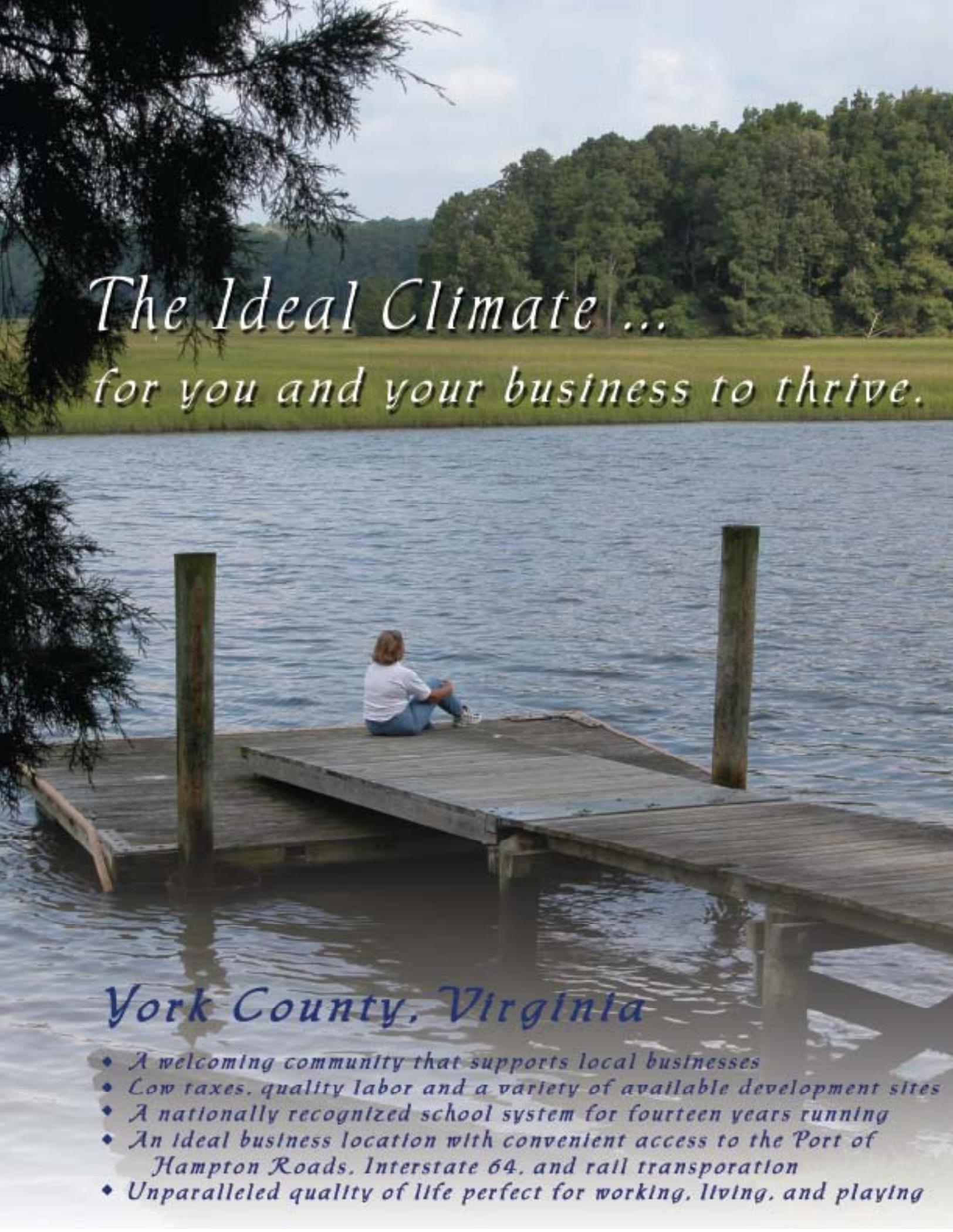


*York County
Business
Resource Guide*



*The Ideal Climate ...
for you and your business to thrive.*

York County, Virginia

- ◆ *A welcoming community that supports local businesses*
- ◆ *Low taxes, quality labor and a variety of available development sites*
- ◆ *A nationally recognized school system for fourteen years running*
- ◆ *An ideal business location with convenient access to the Port of Hampton Roads, Interstate 64, and rail transportation*
- ◆ *Unparalleled quality of life perfect for working, living, and playing*

Business Resource Guide



Board of Supervisors

Walter C. Zaremba

District 1

Sheila S. Noll

District 2

W. Chad Green

District 3

Jeffrey D. Wassmer

District 4

Thomas G. Shepperd

District 5

York County Office of Economic Development
224 Ballard Street, Yorktown, VA 23690
757-890-3317 econdev@yorkcounty.gov

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Disclaimer:

This guide is for informational purposes only. It is not a legal document, ordinance, plan, nor is it a substitute for them. This is simply a guide for business owners and developers to the ordinances, plans, policies, procedures that may affect them and to the assistance organizations that are available to them.

York County is very desirous of quality economic development that provides strong capital investment and quality economic development opportunities for its citizens. The Office of Economic Development (OED) serves as a resource for businesses interested in locating or developing in the County.

Office of Economic Development

(757) 890-3317

www.yesyorkcounty.com

224 Ballard Street, Yorktown

Monday - Friday, 8:15am to 5pm

Updated January 1, 2016



*Business
Plans*



Business Plans

Small Business Development Center

Offers technical assistance to small businesses in business planning, marketing, financing, and international development. Helps prepare SBA loan packages.

Debra Hamilton Farley
Hampton Roads SBDC
600 Butler Farm Rd., Ste. A
Hampton, VA 23666
(T) 757-865-3126
(F) 757-865-5885
farleyd@tncc.edu
www.hrsbdc.org

or

Williamsburg SBDC
421 N. Boundary St.
Williamsburg, VA 23187
(T) 757-229-6511
(F) 757-253-1397
www.hrsbdc.org

SCORE – Counselors to America’s Small Businesses

Offers free consulting to existing and start-up businesses.

Williamsburg SCORE
Greater Williamsburg Chamber & Tourism Alliance
P.O. Box 3495
Williamsburg, VA 23187-3495
(T) 757-229-6511 (F) 757-229-2047
score@williamsburgcc.org
www.williamsburgcc.org

US Small Business Administration

Issues a wide range of marketing and technical publications to help existing and prospective business owners and managers. Visit the following websites for sample business plans and tips. www.sba.gov/starting_business/index.html and www.bplans.com/sp/businessplans.cfm.

Richmond District Office
400 North 8th Street
Federal Building, Suite 1150
PO Box 10126
Richmond, VA 23240
(T) 804-771-2400
(F) 804-771-2764
www.sba.gov

Business One Stop

The Virginia SBA has combined resources from six agencies to accelerate and simplify business processes involving government processes and regulations.

www.bos.virginia.gov

Virginia Department of Business Assistance

Offers free state-wide information on sites and buildings, labor, taxes, utilities, transportation services, financing, laws, and regulations.

PO Box 446

707 East Main Street, Suite 300

Richmond, VA 23219

(T) 804-371-0438

www.dba.state.va.us

Elements of a Business Plan

1. Cover sheet

2. Statement of purpose

3. Table of contents

I. The Business

- A. Description of business
- B. Marketing
- C. Competition
- D. Operating procedures
- E. Personnel
- F. Business insurance

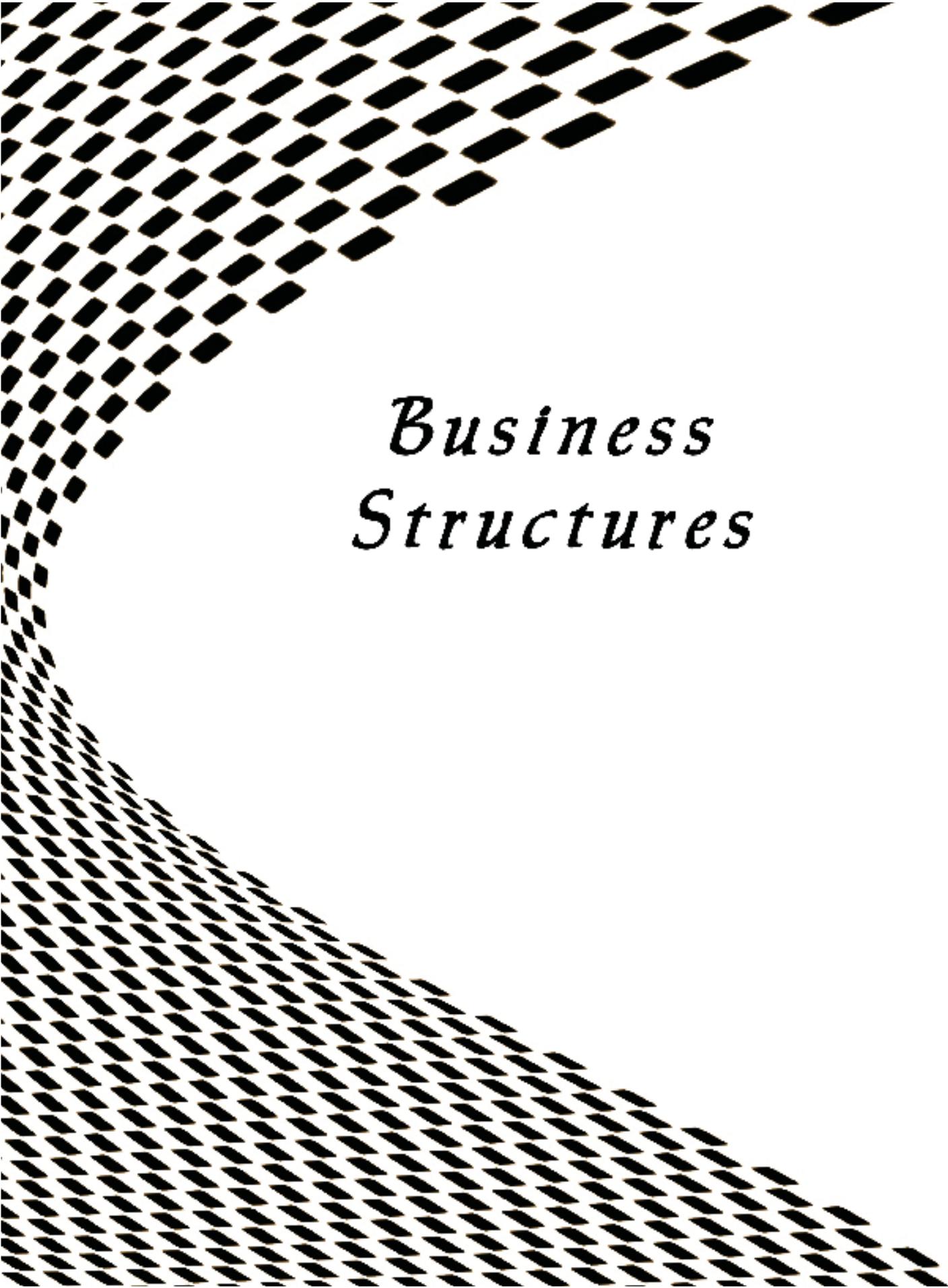
II. Financial Data

- A. Loan applications
- B. Capital equipment and supply list
- C. Balance sheet
- D. Breakeven analysis
- E. Pro-forma income projections (profit & loss statements)
 - i. Three-year summary
 - ii. Detail by month, first year
 - iii. Detail by quarters, second and third years
 - iv. Assumptions upon which projections were based
- F. Pro-forma cash flow

III. Supporting Documents

- A. Tax returns of principals for last three years personal financial statement (all banks have these forms)
- B. For franchised businesses, a copy of franchise contract and all supporting documents provided by the franchisor
- C. Copy of proposed lease or purchase agreement for building space
- D. Copy of licenses and other legal documents
- E. Copy of resumes of all principals
- F. Copies of letters of intent from suppliers, etc.

Addenda should include an executive summary, supporting documents, and financial projections.



*Business
Structures*



Business Structures

Listed below are some common forms of business structure. Individuals should select a structure that best fits their needs. Legal and tax considerations enter into this decision. All of these structures have advantages and disadvantages and there are several variations of these forms. It is advisable to consult an attorney or a certified public accountant to ensure that the form of organization you choose will best meet your needs.

Sole Proprietorship – A business owned by an individual who is solely responsible for all aspects of the business. Under a sole proprietorship the owner is liable for the debts and taxes of the business. Profit or loss can be reported as personal income.

General Partnership – A legal entity that two or more people jointly own. Each partner is jointly and severally liable for the debts of the partnership and for the business conduct of each partner. Formal partnership agreement is recommended. Members file an informational tax return and income/loss is filed personally.

Limited Partnership – Similar to a partnership, but some partners have limited liability. The business is operated by a general partner who is liable for all debt. The general partner can be an individual or other business such as a corporation. The limited partner is liable only for the amount that partner has agreed to invest. Formal written partnership agreement is required.

Corporation – A legal entity formed for the purpose of engaging in business activities for the profit of the shareholders. A corporation functions as a person pursuant to Virginia law; therefore a corporation may own property, sue or be sued, and enter into other agreements like an individual. **S-Corporations** and **C-Corporations** have greatly differing tax structures. ** Forming a corporation should always be done with the assistance of a qualified attorney.

Limited Liability Company – An unincorporated association that offers the advantages of limited personal liability and, in some cases, taxing benefits similar to a partnership. Legal and accounting counsel is highly recommended in order to establish your company to meet the specific requirements to qualify for the special taxing benefits.

If you decide to incorporate, create a limited liability company, or create a limited partnership, you must proceed through the State Corporation Commission.

State Corporation Commission

Clerk's Office, Tyler Building
1300 East Main Street
PO Box 1197
Richmond, VA 23218

800-552-7945 (Toll Free from VA)
804-371-9967
www.scc.virginia.gov



*Location
Resources*



Location Resources

York County Office of Economic Development – www.yesyorkcounty.com

York County Real Estate Assessment Office – www.yorkcounty.gov/realestateassessment/

York County Property Information System - www.yorkcounty.gov/gis/

York County Commissioner of the Revenue - www.yorkcounty.gov/revenue

Hampton Roads Association for Commercial Real Estate – www.hracre.org

An organization of principals and professionals involved in the business of commercial real estate in Hampton Roads.

Old Dominion University: E.V. Williams Center for Real Estate & Economic Development (CREED) - www.odu.edu/bpa/creed/

The center maintains a comprehensive collection of information including detailed demographic and real estate data and employs the latest in geographic information and mapping software.

Hampton Roads Economic Development Alliance – www.hreda.com

Virginia Economic Development Partnership – www.yesvirginia.org



*Permits
and
Requirements*



Permits & Requirements

Development Facilitator

York County's Division of Development Services has on staff a Development Facilitator, whose job is to assist developers and business owners through the entire development review and permitting processes.

Anyone considering commercial development in the County should contact the York County **Development Facilitator** at **757-890-3561** for assistance.

Federal Requirements

Taxpayer Identification Number

Businesses must have a Taxpayer Identification Number so the Internal Revenue Service (IRS) can process tax returns. These identification numbers are your Social Security Number (SSN) and/or your Employer Identification Number (EIN). Corporations, Partnerships, and Limited Liability Companies, by their nature, will have EIN's assigned by the IRS upon registration.

An EIN is needed if:

- You pay wages to one or more employees
- Or
- You file pension or excise tax returns

(Source – IRS Pub. 334 – Tax Guide for Small Business)

Internal Revenue Service	
Hampton Walk-in Office	800-829-4933
903 Enterprise Parkway	757-262-4007
Hampton, VA 23666	www.irs.gov

Business Taxes

All businesses are affected to some degree by local, state, and federal tax laws. Business activities that operate for a profit may produce a tax liability, whether the enterprise is a sole proprietorship, a partnership, a corporation, or a limited liability company. The assistance of an accountant is recommended in determining which taxes your business will be responsible for paying.

Internal Revenue Service	
Hampton Walk-in Office	800-829-4933
903 Enterprise Parkway	757-262-4007
Hampton, VA 23666	www.irs.gov

State Requirements

Unemployment & Workers' Compensation

Businesses with employees may be required to pay State Unemployment Compensation Taxes.

Virginia Employment Commission

Customer Service

804-786-1485

PO Box 1358

www.vec.virginia.gov/vecportal

Richmond, VA 23218

Private employers with three or more employees must carry Workers' Compensation insurance. Workers' Compensation insurance is obtained from private insurance agents with premiums regulated by law.

Workers' Compensation Commission

1000 DMV Drive

877-664-2566 (Toll free in VA)

Richmond, VA 23220

www.workcomp.virginia.gov

State Sales Tax, Withholding Tax, Corporate Income Tax, & Other Non-Property Tax

For businesses that are required to collect sales tax, the Virginia Department of Taxation issues a Certificate of Registration, which allows you to collect and remit sales tax to the state.

Every corporation organized under the laws of Virginia, or having income from Virginia sources, must file a corporation income tax return with the Virginia Department of Taxation.

State regulations also require registration with the Virginia Department of Taxation by businesses subject to litter tax, consumer use tax, and tire tax, as well as those required to withhold income tax from employees or to collect sales tax. In addition to the above named taxes, there are others that pertain to specific products. It is recommended that you consult a licensed professional or the Virginia Department of Taxation for more information.

Virginia Department of Taxation

Office of Customer Services

804-367-8031

PO Box 1115

www.tax.virginia.gov

Richmond, VA 23218

State Occupational Permits and Licenses

The Commonwealth of Virginia regulates certain businesses. In general, businesses regulated by licensing or permitting requirements are involved in the areas relating to public health or safety, such as engineering, architecture, health professions, environmental hazards, building codes, and financial services, such as CPA's, real estate agents, surveyors, and employment agencies. Contact the Virginia Department of Professional and Occupational Regulation to find out if your business is subject to licensing or permitting requirements.

Virginia Department of Professional and Occupational Regulation

3600 West Broad Street
Richmond, VA 23230

804-367-8500
www.dpor.virginia.gov

State Contractors/Tradesmen Licenses

Persons, firms, or corporations engaging in the construction of new structures or new additions to existing structures, or those involved in remodeling, repair, or demolition of existing structures are required to be licensed in the Commonwealth of Virginia, as well as being properly registered in York County. This requirement is applicable to (but not limited to) building contractors, residential contractors, and subcontractors (electrical, plumbing, mechanical, masonry, etc.). Fees for licenses vary according to the type of license issued.

Virginia Board of Contractors, Tradesmen Program, Department of Professional and Occupational Regulation

3600 West Broad Street
Richmond, VA 23230

804-367-2785
www.dpor.virginia.gov

Food Manufacture and Wholesale Food Distributors

All businesses that engage in the manufacture or distribution of foods, beverages, and/or additives of any type are required to be registered with the Commonwealth of Virginia Department of Health. Should you intend to engage in a food-related business of this type, please contact the Commonwealth of Virginia Health Department. The agency will provide you with an information packet containing food related business information and regulatory requirements. These businesses may also be required to obtain a permit from the Virginia Department of Commerce.

Peninsula Office of the Virginia Health Department

416 J. Clyde Morris Boulevard
Newport News, VA 23601

757-594-7305
www.vdh.virginia.gov

Virginia Department of Agriculture and Consumer Services

102 Governor Street
Richmond, VA 23219

804-786-2373
www.vdacs.virginia.gov

Alcoholic Beverage License

All businesses that sell alcoholic beverages are required to obtain the proper state and local licenses, as required by the Alcoholic Beverage Control Act.

Virginia Department of Alcoholic Beverage Control

Richmond Office

804-213-4400

2901 Hermitage Road

www.abc.virginia.gov

Richmond, VA 23220

-Or-

PO Box 27491

Richmond, VA 23261

Hampton Office

757-825-7830

4907 West Mercury Boulevard

Hampton, VA 23666

-Or-

PO Box 5226

Newport News, VA 23605

Environmental Permits

Some businesses, such as car washes, salvage yards, auto dealerships, and more may be required to obtain permits from the Virginia Department of Environmental Quality. It is recommended that all new businesses check with DEQ on this requirement before beginning operations.

Virginia Department of Environmental Quality

Tidewater Regional Office

757-518-2185

5636 Southern Boulevard

www.deq.virginia.gov

Virginia Beach, VA 23462

County Requirements

Refer to the County's Developer's Guide, online at www.yorkcounty.com, for more specific development procedures, contacts, and current License/Permit fees.

Assumed Names, Trade Names, and DBA's

New businesses with trade names are required to file a Fictitious Name Certificate with the Clerk of Circuit Court prior to applying for a business license. Please call (757) 890-3350 for forms and additional information.

Business Licenses & Required Procedures (Please allow sufficient time for your Business License application to be processed)

- **Home Based Businesses**
 - Certain home-based occupations are permitted by the Zoning Ordinance, while others require a Special Use Permit or are prohibited altogether. Certain restrictions apply. Please contact the Zoning Office at (757) 890-3524 to ensure your business meets zoning requirements.
 - "Zoning Clearance for Home Occupation Statements/Applications" must be submitted. Contact the Commissioner of the Revenue's Office. (757) 890-3383.
 - Apply for a Business License. Commissioner of the Revenue. (757) 890-3383.
- **Buying an Existing Business (Change of Ownership)**
 - Apply for a Business License in the Commissioner of the Revenue's Office. (757) 890-3383. The following are required for approval of the license:
 - Zoning Certification
 - Fire Marshall Inspection
 - Building Official Inspection

York County Commissioner of Revenue	
Ann Thomas, Commissioner	757-890-3383
Valerie Palazzone, Business Tax Administrator	www.yorkcounty.gov/revenue
Carl Campbell, Business Tax Compliance Officer	

For new construction, building renovations, or changes in current use of an existing building or site, refer to the detailed Developer's Guide, as additional steps are required.

- **Moving into an Existing Structure**
 - Prior to purchasing or leasing property, contact Development Services at (757) 890-3531 to ensure your business meets zoning requirements.
 - Apply for a Business License in the Commissioner of the Revenue's Office at least six weeks prior to opening business. (757) 890-3383. The following are required for approval of the license:
 - Zoning Certification
 - Fire Inspection
 - Building Official Inspection

- **Renovating and/or Additions to an Existing Structure**

Consult the “Developer’s Guide” located at www.yesorkcounty.com for more detailed steps and procedures

- Prior to purchasing or leasing property, contact Development Services at (757) 890-3531 to ensure your business meets zoning requirements.
- A Site Plan may need to be prepared in accordance with the York County Zoning Ordinance and submitted to Development Services. The site plan must show parking spaces, building locations, lot lines, locations of dumpsters, traffic circulation, erosion and sediment control, stormwater management, landscaping, utilities, water main sizes, fire hydrants, etc. The ordinance can be found online and County employees can be contacted for further explanation of the details of site plan requirements. (757) 890-3531. www.yorkcounty.gov/zoning
- A Building Permit is required for most proposed renovations/alterations of existing buildings. Contact the Building Regulation Office to see if the renovations require a permit. Three (3) sets of plans must first be submitted for review and approval. A fee, based on square footage for new construction, or a percentage of value for renovations, must be paid before issuance of the permit. When all County departments, the Health Department, and the Virginia Department of Transportation have approved the site plan and building plans, you can obtain a building permit to begin construction.
- During construction, several inspections must be made to ensure that the work underway meets County Building Code requirements. Renovated buildings may not be occupied until all inspections have been made and a Certificate of Occupancy has been issued. Contact Building Regulation. (757) 890-3522. www.yorkcounty.gov/buildingregulation
- Land Disturbing Activity Permits pertain to erosion and sedimentation control and are required when the area of land disturbance will exceed 2,500 square feet. For details, contact Environmental Services. (757) 890-3750. www.yorkcounty.gov/eds
- If water and sewer lines need to be extended to your site, you must contact Utilities Operations and Engineering Division. (757) 890-3752. www.yorkcounty.gov/eds
- Once the project is completed, apply for a Certificate of Use and Occupancy in the Building Regulation Division. (757) 890-3522.
- Apply for a Business License in the Commissioner of the Revenue’s Office at least six weeks prior to opening business. (757) 890-3383. The following are required for approval of the license:
 - Zoning Certification
 - Fire Inspection
 - Building Official Inspection

- **Developing a New Structure**

Consult the “Developer’s Guide” and the “Commercial Checklist for Construction Permits and/or Certificates” (below) for more detailed steps and procedures required for new developments. www.yesorkcounty.com

- Prior to purchasing or leasing property, contact Development Services at (757) 890-3531 to ensure your business meets zoning requirements.
- A Site Plan will need to be prepared according to the York County Zoning Ordinance and submitted to Development Services. The site plan must show parking spaces, building locations, lot lines, locations of dumpsters, traffic circulation, erosion and sediment control, stormwater management, landscaping, utilities, water main sizes, fire hydrants, etc. The ordinance can be found online and County employees can be contacted for further explanation of the details of site plan requirements. (757) 890-3531. www.yorkcounty.gov/zoning
- A Building Permit is required for all proposed new construction. Three (3) sets of plans must first be submitted for review and approval. A fee, based on square footage for new construction, or a percentage of value for renovations, must be paid before issuance of the permit. When all County departments, the Health Department, and the Virginia Department of Transportation have approved the site plan and building plans, you can obtain a building permit to begin construction.
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- Land Disturbing Activity Permits pertain to erosion and sediment control and are required when the area of land disturbance will exceed 2,500 square feet. For details, contact Environmental Services. (757) 890-3750. www.yorkcounty.gov/eds
- If water and sewer lines need to be extended to your site, you must contact Utilities Operations and Engineering. (757) 890-3752. www.yorkcounty.gov/eds
- Once the project is completed, apply for Certificate of Use and Occupancy in the Building Regulation Division. (757) 890-3522.
- Apply for a Business License in the Commissioner of the Revenue’s Office at least six weeks prior to opening business. (757) 890-3383. The following are required for approval of the license:
 - Zoning Certification
 - Fire Inspection
 - Building Official Inspection

York County Environmental & Development Services Commercial Checklist for Construction Permits and/or Certificates

The listed items under the specified permits or certificates must be completed/obtained before these permits or certificates can be issued.

VSMP Permit

- Preliminary site plan approval (SWPPP, E&S, SWM)
- VSMP fee paid
- Permit application with General Permit Registration Statement
- SWM Development Agreement and Performance Surety

LDA Permit

- Preliminary site plan approval
- Property line vacation plat recorded (if applicable)
- Erosion and Sediment Control Development Agreement and Surety
- BMP Maintenance Agreement
- VSMP permit (if applicable)
- Offsite easements recorded
- Court Order for unincorporated churches
- VDOT LUP-A Permit (if applicable)
- Preliminary Approval Conditions satisfied
- Private Roadway Construction Agreement
- Environmental Permits issued (ACOE, DEQ, etc.)
- Pre-construction meeting –(LDA permit is issued at this meeting)

Foundation Building Permit

- Preliminary site plan approval
- Property line vacation plat recorded (if applicable)
- Building addresses assigned
- LDA Permit issued
- Site E&SC measures completed
- Site-specific stormwater facilities constructed
- Building plans approved
- Special inspection statement
- Applicable permit fees, connection fees paid
- Utility release - sewer (180 day waiver) or septic permit

Certificate to Construct Sanitary Sewer and/or Certificate to Construct Water

- Final site plan approval
- Executed Public Sewer and/or Water Extension Agreement (PSEA) or (PWEA)
- Material Submittal Approval
- Pre-construction meeting

Building Permits (Vertical)

- Final site plan approval (including addresses)
- Property line vacation plat recorded (if applicable)
- Architectural Compliance Acknowledgement letter
- (Outdoor lighting specifications - *Electrical Permit requirement*)
- Building plans approved
- LDA permit/ VSMP Permit
- Certificate to construct sanitary sewer & water issued
- All permit fees, and connection fees paid
- All Site E&SC measures installed and functional
- Specified Stormwater Facilities constructed and preliminary “as-builts” submitted & field verified
- Sanitary sewer facilities are operational within 180 days
- VDOT LUP-A permit issued (if applicable)
- Fire Hydrant Fees Paid
- Fire Hydrants in service (Letter from FLS/NNWW)

Certificate of Occupancy

- Dev./Traffic Signal Agreement and fees paid
- On-site easements recorded
- Right of Way dedications recorded
- Canopy/Tank/Pump/Car Wash Equip/Structure Removal Agreement (fuel sales facilities and carwashes)
- Final stormwater “as-builts” approved
- Final sanitary sewer “as-builts” approved
- Final report on special inspections
- VDOT requirements implemented
- Final building inspection
- Special Use Permit/ covenants recorded
- Site Plan Compliance Inspection
 - *Business License*

Zoning

Prior to purchasing or leasing property, contact Development Services Division at (757) 890-3531 to ensure your business meets zoning requirements. The Zoning Ordinance can be reviewed at www.yorkcounty.gov/code or purchased from the Planning Division. (757) 890-3404.

Fire Code

York County follows the Virginia Statewide Fire Prevention Code with local amendments. The Department of Fire and Life Safety, Prevention Division, conducts inspections of County businesses for compliance with the code. New developments and renovated structures must also pass building and fire code inspections in order to receive a Business License and a Certificate of Occupancy.

Sign Permits

Any sign that is erected, altered, expanded, reconstructed, replaced, or relocated on any property in York County must be in conformance with the provisions in the County Code, Section 24.1, Article VII. See the table contained therein for allowable sign types and maximum allowable sign size in the businesses' zoning designation.

Before submitting an application for a sign, it is strongly recommended that you call the **Zoning Official** to explore your options and to determine if your proposal is feasible. (757) 890-3523/3524.

An application for a sign permit should consist of a drawing depicting the proposal that includes:

- Size (square footage) and dimensions (width X length) of the sign
- Artistic rendering of the sign
- Height of the sign from finished grade
- A depiction of the landscaped area at the base of the sign
- Be advised that a building permit may be required for the base of a freestanding pole or monument sign.

The applicant should also:

- Include a plot plan with a drawing of the proposed placement area, showing the distance in feet that the sign will be from all property lines. *Note: The minimum distance of a sign from property lines is 10 feet.*
- Indicate whether or not the sign will be lighted either internally or externally. If so, the applicant should identify the electrical firm responsible for the lighting.

Applications should be submitted to the **Building Regulation Division** located at 103 Service Drive in Yorktown. The application will be forwarded to the **Zoning Office** for review. The **Zoning Office** staff will return the signed application to the **Building Regulation Division** for issuance of the permit, if it is approved, and will consult with the applicant if it is denied. The permit fee is determined by the size of the sign.

Building Permit Procedure

A building permit is required for most improvements made to real property, including alterations and repairs to structures.

STEP 1

Submit application to the **Building Regulation Division**, located at 103 Service Drive. (757) 890-3522

In addition to the application, the following must be submitted for building permits:

NEW COMMERCIAL AND OTHER USES REQUIRING SITE PLANS -

- Approved Site Plan and applicable receipts and documentation
- Approved Land Disturbing permit
- Department of Fire & Life Safety review and approval of site plan and building plans and, where applicable, fire suppression, protection and/or fire alarm systems.
- Septic system permit from State Health Department or receipts of payment to HRSD and for York County tap fees
- Three (3) sets of plans signed and sealed by the engineer or architect responsible for the design or four (4) sets of plans if the building contains a commercial food preparation area
- VDOT Land Use Permit

ADDITIONS, ALTERATIONS, ACCESSORY BUILDING, ETC. -

- Two (2) sets of plans
- Department of Fire & Life Safety review and approval of site plan and building plans
- Property plot plan showing location of proposed construction
- Septic system permit for additions and detached buildings

The plans will be reviewed by the Plans Examiner and Fire Department staff for compliance with the applicable building codes (copies of codes can be purchased from the Building Regulation Division). In addition, receipts and documentation will be checked to ensure all other required fees have been paid and permits issued.

TIME - Depending on complexity - five (5) to twenty-four (24) days is required to review plans. When plans have been approved and permits issued, construction can begin.

STEP 2

Begin construction

STEP 3

When all work is *completely* ready for inspection, call for all required inspections. The 24-hour automated inspection request line is (757) 890-3910. Routine inspections are carried out as soon as possible, normally on the same working day that the call is placed. More extensive inspections and system inspections typically require two (2) day notice. The **Building Regulation Division** will provide you with a list of inspections that must be made during the course of construction.

STEP 4

When all work is completed, and before calling for the final building inspection, call for the following other final inspections:

1. Site/landscaping inspection
2. Erosion/sediment control and grading/drainage
3. Highway entrance by VDOT
4. Health Department
5. Department of Fire and Life Safety – fire alarms, fire suppression and control systems
6. Environmental considerations
7. Overall Fire Inspection Final for life safety aspects of the building code – exits, egress requirements, fire extinguishers, etc.

When all inspections are completed and approved, a CERTIFICATE OF OCCUPANCY will be issued.

STEP 5

Apply for a York County Business License at least six weeks prior to opening business.

STEP 6

MOVE IN!

Site Plan Procedure

A site plan is required for all proposed land uses **except**:

- Single-family detached and individual duplex dwellings
- Agricultural operations
- Filling and grading where no impervious structures or improvements will be installed and no clearing undertaken (Zoning Ordinance Section 24.1-501). An approved site plan is required before issuance of building or land disturbing permits

STEP 1

It is strongly recommended that a pre-submission meeting be scheduled with a staff member of the **Development Services Division**. The office is located at 105 Service Drive in Yorktown. (757) 890-3531.

Points to cover at the meeting:

1. Check zoning of property to determine if the proposed use is permitted as a matter of right under current zoning classification. If not, you may be referred to the **Planning Division** - see "Rezoning/Special Use Permit" in the Developer's Guide for procedure
2. Review your proposed development for the site. You should bring with you any information, plats, or plans you have that will aid in the review and illustrate your proposal
3. Information regarding fire hydrants, water line sizes/requirements, and fire suppression systems will aid in a more efficient review.
4. Learn about County plans, policies, and ordinances that may affect your proposed development. Ask about the pre-application review process if you are interested in expediting your project
5. Determine if a traffic analysis, water quality impact study, environmental inventory or archaeological study will be required for your proposed use
6. Obtain applications, checklist, and ordinances

STEP 2

Have plan prepared by engineer, architect, landscape architect or land surveyor who is registered by the State of Virginia. See the County Code, Section 24.1, Article V - Site Plans of the Zoning Ordinance for detailed information on plan preparation. SEE ALSO: Article II - General Regulations, Article IV – Performance Standards for Uses, Article VI - Off-Street Parking and Loading, and Article VII - Signs.

STEP 3

Submit application, thirteen (13) **folded** copies of the Site Plan, one (1) CD of the site plan, four (4) copies of the drainage calculations and drainage area map, four (4) copies of the water quality impact analysis, five (5) copies of the traffic impact analysis (if required), and review fee. Incomplete submissions will not be accepted. The staff will determine if the submission is complete and, if so, will begin the review process.

The applicant may deliver copies to the Virginia Department of Transportation (VDOT) and the Virginia State Health Department (VSHD) after they have been received by the **Development Services Division**. This is recommended as VDOT and VSHD reviews often result in delays and direct delivery expedites these reviews.

In general, site plans are reviewed by County agencies and comments are returned to the **Development Services Division** within two (2) weeks unless the plan is extremely complex or there is an extraordinary workload. State agencies are asked to observe the same review period and to notify the **Development and Compliance Division**, which will identify any major areas of conflict or inconsistency and resolve them, if possible, before forwarding comments to the engineer and developer. The division is required to send comments back to the applicant within sixty (60) days of receiving the plans.

STEP 4

Make changes to site plan as per comments and resubmit thirteen (13) **folded** copies and one (1) CD, along with the marked plan, copy of initialed comments, and/or letter which describes how each comment was addressed or why comment was not addressed.

STEP 5

Once the plans have been approved, proceed by paying applicable fees and obtaining permits. (See Developer's Guide: EROSION AND SEDIMENT CONTROL PROCEDURE and BUILDING PERMIT PROCEDURE)

TIME - A maximum of 21 days for each submission or resubmission is the goal for completing the review process for priority projects that have been through the preapplication process. Subordinate projects may take up to 60 days to complete, depending on the workload.

TERM - Approval expires in five (5) years unless building permits have been issued, in which case, approval runs concurrently with the validity of the building permits (Zoning Ordinance Section 24.1-805).

"Going Out of Business" Sales

Any business wishing to advertise or conduct a special sale for the purpose of discontinuing a retail business or to modify the word "sale" in any advertisement with the words "going out of business" must first obtain a license to hold/advertise the sale.

To obtain a license, an application must be filed with the Commissioner of the Revenue at least fourteen (14) days prior to the date of the sale. A fee of sixty-five dollars (\$65.00) must accompany the application. (757) 890-3383.

See the County Code, Section 14-29 for complete details and requirements.



*Financing
Resources*



Financing Resources

Virginia Small Business Financing Authority

Administers a variety of State financing programs.

PO Box 446

Richmond, VA 23218

707 East Main Street, Suite 300

Richmond, VA 23219

(T) 866-248-8814 (F) 804-225-3384

www.dba.virginia.gov/financing/programs

Waterside Capital Corporation

A diversified, close-end investment company licensed by the US Small Business Administration as a Small Business Investment Corporation.

500 East Main Street, Suite 800

Norfolk, VA 23510

(T) 757-626-1111 (F) 757-626-0114

www.watersidecapital.com

Small Business Development Center

Offers technical assistance to small businesses in business planning, marketing, financing, and international development. Helps prepare SBA loan packages.

Debra Hamilton Farley

or

600 Butler Farm Rd., Ste. A

Hampton, VA 23666

(T) 757-865-3126 (F) 757-865-5885

www.hrsbdc.org

421 N. Boundary St.

Williamsburg, VA 23187

(T) 757-229-6511 (F) 757-253-1397

www.hrsbdc.org

US Small Business Administration

Issues a wide range of marketing and technical publications to help existing and prospective business owners and managers. Offers numerous programs and services.

Call to order a free copy of the "Resources Directory for Small Business Management."

400 North 8th Street

Federal Building, Suite 1150

PO Box 10126

Richmond, VA 23240

(T) 804-771-2400 (F) 804-771-2764

www.sba.gov

Virginia Department of Business Assistance

Offers free state-wide information on sites and buildings, labor, taxes, utilities, transportation services, financing, laws, and regulations. Offers a variety of direct and indirect financing programs such as the Loan Guaranty, the Virginia Capital Access, Economic Development Loan, and Real Estate & Capital Equipment Loan programs.

707 East Main Street, Suite 300

PO Box 446

Richmond, VA 23218

(T) 804-371-0438

vbic@dba.state.va.us

www.dba.virginia.gov



*Marketing
Resources*

Marketing Resources

York County Government Website

When a new business applies for a business license, their new business name will be listed on the County's Economic Development home page at www.yesyorkcounty.com. This free publicity is helpful for any new business and it allows citizens to see what new businesses have recently opened. Business names will remain on the website for one year. Business can also submit news stories about their company to econdev@yorkcounty.gov to be posted on the site.

Local Chambers of Commerce

There are four local Chambers of Commerce that serve York County: The York County Chamber of Commerce, The Greater Williamsburg Chamber & Tourism Alliance, The Virginia Peninsula Chamber of Commerce, and The Hampton Roads Hispanic Chamber of Commerce. These organizations are there to serve the local businesses. Each offers numerous events, activities, sponsorship, advertising, networking, and educational opportunities to its members, all of which are excellent ways to market your business. Examples include Monthly Business After Hours networking events, Golf Tournament sponsorship opportunities, BNI Business Networking groups, Referral Groups, Discount Coupon Programs for other Chamber members, and much more. See the different Chamber websites for specific event and marketing details.

Local Media

Local media contacts are listed in the Ribbon Cutting portion of this guide. Free publicity is an excellent marketing tool. If you believe you have a newsworthy story or event regarding your business, contact the media, via a phone call or press release, to attempt to get coverage.

Selling to the Government

Businesses wishing to sell their products/services to the local, state, or federal government will need to register their business at the respective websites to receive bid announcements.

York County Central Purchasing - www.yorkcounty.gov/purchasing

State of Virginia Procurement System - www.eva.virginia.gov

Federal Procurement System - www.fedbizopps.gov/



*Local
Advertising
Options*



Local Advertising Options

Newspaper Advertising:

Daily Press

(T) 757-247-4678

Ads@tribune.com

Yorktown-Poquoson Crier

(T) 757-898-7225

Virginia Gazette

(T) 757-345-2326

WY Daily

www.wydaily.com

Gloucester-Mathews Gazette

(T) 804-693-3101

Carol Dukes

cdukes@gazettejournal.net

Richmond-Times Dispatch

retailads@timesdispatch.com

(T) 804-649-6251

Virginian Pilot

adinsite@pilotonline.com

(T) 757-446-2100

Magazine Advertising:

Hampton Roads Magazine

Brenda Whitlow

(T) 757-435-9121

brenda@vgnet.com

Inside Business Magazine

adinsite@pilotonline.com

(T) 757-446-2100

Virginia Business Magazine

(T) 757-625-4233

Living in Coastal Virginia Magazine

Paul Darden

(T) 757-389-5473

darden.publishing@verizon.net

Executive Lifestyle Magazine

Bill Ditmar

(T) 757-438-5582

Radio Advertising:

92.1 WCDG/WJCD - Cool 921

www.cool921.com/main.html

92.3 WSRV – The Tide

www.tideradio.com/

92.9 WVBW – The Wave

www.929thewave.com/

93.7 WPYA – Bob FM

www.bob-fm.com

94.9 WPTE – The Point

www.pointradio.com/

95.7 WVKL – 95.7 R & B

www.957rmb.com/

96.1 WROX – 96X

www.96x.fm/

97.3 WGH-FM – The Eagle

www.eagle97.com/

98.7 WNOR – FM 99

www.fm99.com/

99.1 WXGM - Xtra99

www.hitsandfavorites.com

100.5 WXMM – Max FM

www.maxfm.fm/

101.3 WWDE – 2WD

www.2wd.com/

104.5 WNVZ – Z104

www.z104.com/

104.9 WFMZ – Classic Hits

www.classichits1049.com/

105.3 WKUS – Kiss FM

www.1053kiss.com/

105.7 WRSF – Dixie

www.dixie1057.com/

106.1 WUSH - America's Country

jaymichaels@sinclairstations.com

106.9 WAFX – The Fox

www.1069thefox.com/

Cable Television Advertising:

Cox Communications

Cox Media

(T) 757-233-2900 or (T) 757-873-1366

Network Television Advertising:

WTKR (CBS) – Channel 3

(T) 757-446-1348

WAVY (NBC) – Channel 10

(T) 757-396-6142

WVEC (ABC) – Channel 13

(T) 757-625-1313



*Technology
Resources*



Technology Resources

York County E-Commerce Grant Program

Offers matching grants of up to \$500 (\$1000 for minority/women owned businesses) for the purpose of developing or enhancing a businesses' website and online capabilities. Apply via the York County Office of Economic Development.

PO Box 612
Yorktown, VA 23690
(T) 757-890-3317 (F) 757-890-6670
www.yesyorkcounty.com

Christopher Newport University – Information Systems Laboratory

Offers information technology assistance through student-faculty teams.

1 University Place
Newport News, VA 23606
(T) 757-594-7243 (F) 757-594-7919
www.cnu.edu

Virginia's Electronic Commerce Technology Center (VECTEC)

Offers E-commerce services (web development and search engine optimization) educational seminars and forums, and research assistance to local businesses.

151 Walt Whitman Avenue
Newport News, VA 23606
(T) 757 243-8700 (F) 757-243-8701
info@vectec.org
www.vectec.org

Hampton Roads Technology Council (HRTC)

Forum for development, growth, recognition, and long-term success of technology businesses in Hampton Roads.

Jarrett Early, Executive Director
144 Research Drive
Hampton, VA 23666
(T) 757-249-1585 (F) 757-865-0298
www.hrtc.org

Virginia's Center for Innovative Technology (CIT)

Provides the only statewide suite of programs and services for technology researchers, technology entrepreneurs and small technology businesses in all regions of the Commonwealth. Works with businesses to develop and commercialize new technologies into existing products and processes.

Regional Director
Applied Research Center
12050 Jefferson Avenue, Suite 247
Newport News, VA 23606
(T) 757-249-0884 (F) 757-249-0738
www.cit.org

NASA Langley Research Center's Technology Commercialization Program Office

Provides for the commercialization of technologies developed in the NASA Langley aeronautics and space programs.

Innovative Partnerships Program Office, NASA Langley Research Center
100 NASA Road
Hampton, VA 23681
(T) 757-864-2915
www.larc.nasa.gov

Old Dominion University – Technology Applications Center

Offers automation assistance, ISO and Lean implementation, product and process development, and testing services.

860 West 44th Street
Norfolk, VA 23508
(T) 757-683-5505 (F) 757-683-5509
<http://watpdc.com>

Thomas Jefferson National Accelerator Facility Technology Transfer Center

Identifies new technologies based on nuclear and laser physics which have potential for commercial application.

12000 Jefferson Avenue
Newport News, VA 23606
(T) 757-269-7450 (F) 757-269-6357
www.jlab.org/exp_prog/techtransfer

Virginia Modeling Analysis and Simulation Center

Develops computer-based simulations and models upon which businesses can base decisions.

7000 College Drive

Suffolk, VA 23435

(T) 757-686-6200 (F) 757-686-6214

www.vmasc.odu.edu

Virginia Space Grant Consortium

NASA program that builds research capability, fosters partnerships, and improves workforce preparation for aerospace and high-technology fields.

600 Butler Farm Rd, Suite 200

Hampton, VA 23666

(T) 757-766-5210 (F) 757-766-5205

www.vsgc.odu.edu

College of William & Mary Technology & Business Center (TBC)

Links network of assets to provide clients with business development support services.

Ron Monark, Managing Director of the Alan B. Miller Entrepreneurship Center

The College of William & Mary

PO Box 8795

Williamsburg, VA 23187

(T) 757-221-7712 (F) 757-221-1982

ron.monark@mason.wm.edu

www.wm.edu/EconomicDevelopment

Hampton Roads Technology Incubator

Dedicated to nurturing high-growth, high-tech businesses into profitable industry leaders.

144 Research Drive

Hampton, VA 23666

(T) 757-650-2215 (F) 757-865-0298

www.hrtc.org/hrtis/incubator/



*Workforce
Development
Resources*



Workforce Development Resources

Peninsula Council for Workforce Development/ Peninsula Worklink

Industry cluster groups that meet for the purpose of identifying and discussing workforce issues. Staffs the One-Stop career centers. Provides a wide range of support services to job seekers and businesses seeking employees.

Matthew James

11820 Fountain Way, Suite 301

Newport News, VA 23606

(T) 757-826-3327

mjames@pcfwd.org

www.pcfwd.org

or

Lisa Taylor

(T) 757-766-4900

Ltaylor@pmlink.org

Thomas Nelson Community College Workforce Development Center

Offers a one-stop center for workforce skills assessment, customized training, career counseling, employee recruitment, and job placement.

Tony Farley

600 Butler Farm Road, Suite A

Hampton, VA 23666

(T) 757-865-3125 (F) 757-865-5885

www.tncc.edu/workforce

or

Carmen Burrows, Ed.D.

99 Thomas Nelson Drive

Hampton, VA 23666

(T) 757-825-2939

burrowsc@tncc.edu

Rappahannock Community College Workforce Development

Offers customized training for employers on the Middle Peninsula and Northern Neck.

12745 College Drive

Glenns, VA 23149

(T) 804-758-6751

www.rcc.vccs.edu

Virginia Department of Rehabilitative Services

Free services to help businesses employ people with disabilities. Offers Workforce recruitment, training, accommodating special needs, educational programs, and resources.

225 South Henry Street, Suite #U-2

Williamsburg, VA 23185

(T) 757-253-4817 (F) 757-253-4845

www.vadrs.org

Virginia Employment Commission

Offers services to employers and job-seekers to include data bank of potential employees and jobs, wage rates, job advertising, and pre-screening.

5235 John Tyler Highway
Williamsburg, VA 23185
(T) 757-253-4738 (F) 757-253-4063
Williamsburg@vec.virginia.gov
www.vaemploy.com



*Government
Contacts*



Government Contacts

Internal Revenue Service

Contact for free kit of forms and publications that are generally required for businesses to meet federal tax requirements.

903 Enterprise Parkway
Hampton, VA 23666
(T) 757-262-4007
www.irs.gov

US Department of Defense – Small Business Innovation Research (SBIR)

The US DOD solicits proposals three times a year for solutions to a broad range of technology topics.

SBIR Help Desk – 866-724-7457

Virginia Health Department

Offers environmental health, vital records, woman and infant nutrition programs.

Peninsula District
416 J. Clyde Morris Boulevard
Newport News, VA 23601
(T) 757-594-7305
<http://www.vdh.state.va.us>

Williamsburg District - Department of Environmental Health
(T) 757-253-4813

Virginia Environmental Regulatory Agencies

Provides guidance on issues and permitting for air quality, surface waters, groundwater or wetlands, and hazardous waste disposal.

DEQ Tidewater Regional Office
5636 Southern Boulevard
Virginia Beach, VA 23462
(T) 757-518-2000 (F) 757-518-2103
www.deq.state.va.us/regions/tidewater.html

Virginia Marine Resources Commission
Habitat Management Division
2600 Washington Avenue, Third Floor
Newport News, VA 23607
(T) 757-247-2200 (F) 757-247-8062
www.mrc.virginia.gov

Virginia Department of Agriculture and Consumer Services
Oliver W. Hill Building
102 Governor Street
Richmond, VA 23219
(T) 804-786-2373 (F) 757-371-7679
www.vdacs.virginia.gov

York County Government

PO Box 532
Yorktown, VA 23690

Public Information Office – 757-890-3300 – Staff in this office can connect you to the appropriate department or staff member to answer your specific needs/requests.

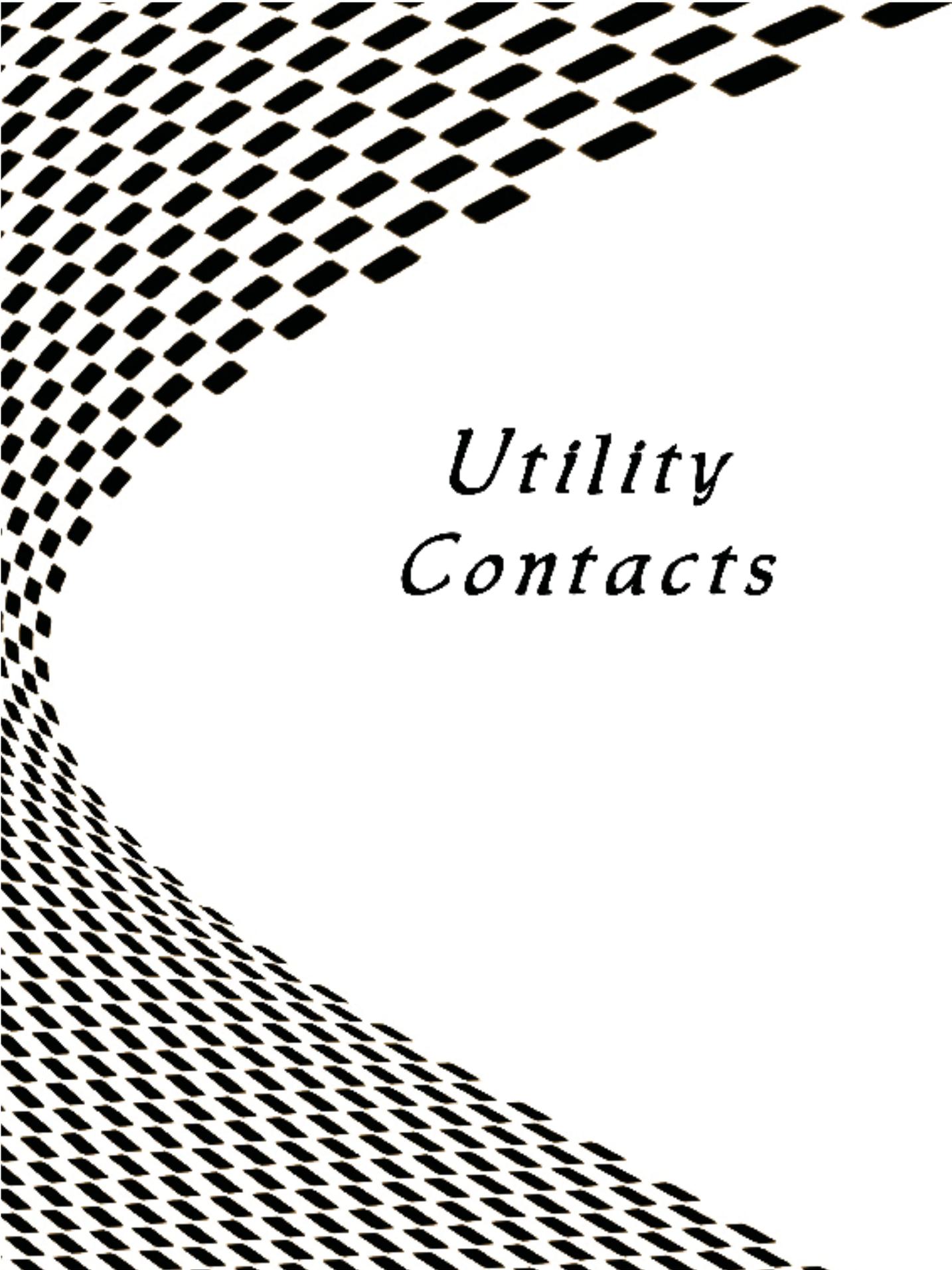
Economic Development Office – 757-890-3317
Environmental Services – 757-890-3750
Building Regulation Division – 757-890-3522
Development Services - 757-890-3531
Zoning and Code Enforcement – 757-890-3524
Planning Division – 757-890-3404
Business License Office – 757-890-3383
Fire & Life Safety – 757-890-3600
Sheriff's Office – 757-890-3630
Utilities Operations and Engineering Division – 757-890-3752

York County Economic Development Authority

R. Anderson Moberg, Chairman
PO Box 612
Yorktown, VA 23690
(T) 757-890-3317
econdev@yorkcounty.gov
www.yesyorkcounty.com

United States Government – Business Portal

Guides you through the maze of government rules and regulations and provides access to services and resources to help you start, grow, & succeed in business. Agency contacts listed.
www.business.gov



*Utility
Contacts*

Utility Contacts

Dominion Virginia Power – (1-2 day Lead Time for new accounts*)

PO Box 26666
Richmond, VA 23261
(T) 1-888-667-3000
www.dom.com

Virginia Natural Gas – (2-7 day Lead Time for new accounts*)

Customer Care Center
PO Box 4569
Dept. 6250
Atlanta, GA 30302-4569
(T) 1-866-229-3578
VNGCustomerCare@aglresources.com
www.virginianaturalgas.com

Cox Communications – (10-15 day Lead Time for new accounts*)

12551 Jefferson Avenue
Suite 235
Newport News, VA 23602
(T) 757 224-1111
www.cox.com/hr

Verizon – (3-7 day Lead Time for new accounts with less than 10 lines*)

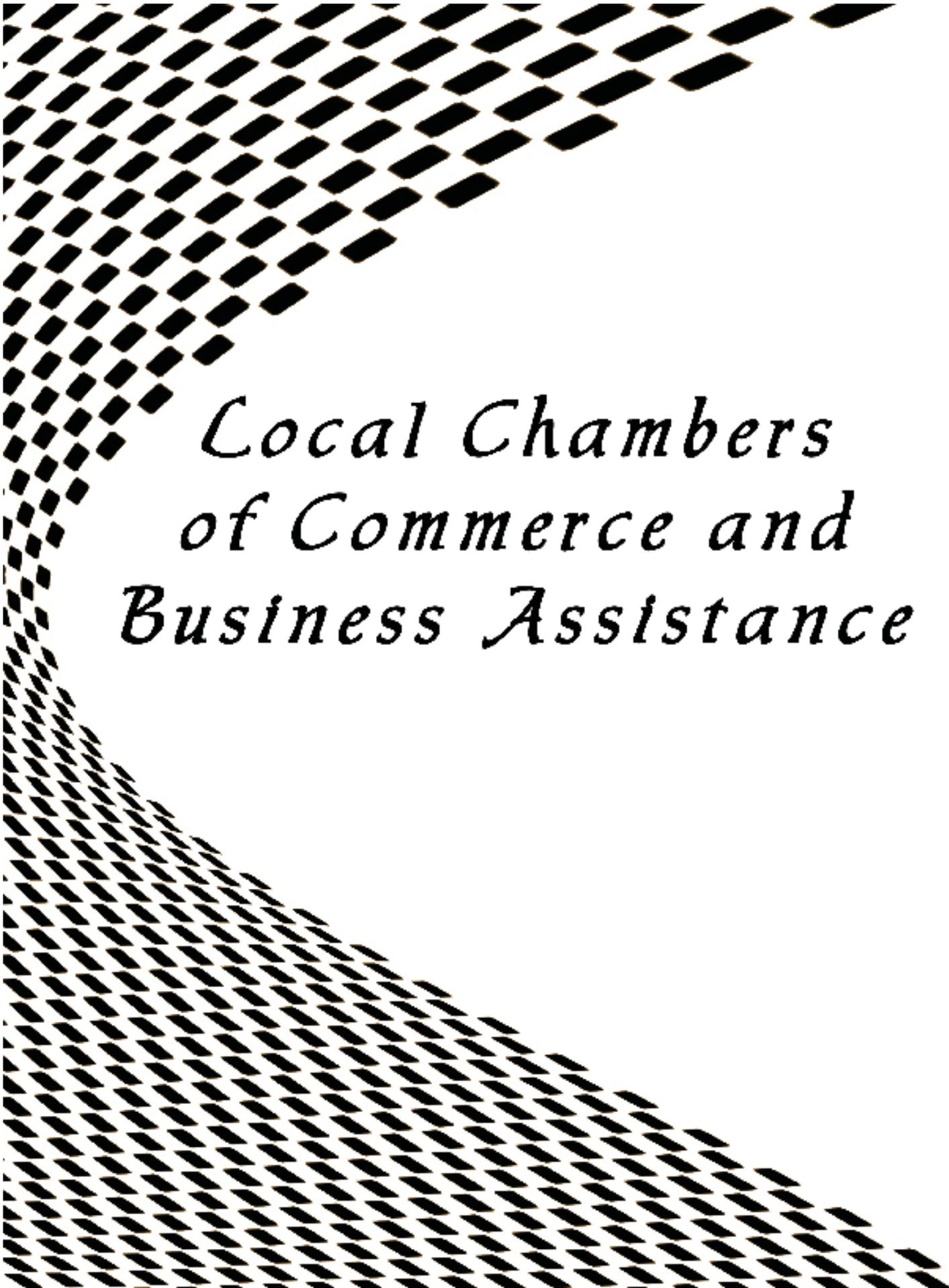
600 E. Main Street
Richmond, VA 23219
(T) 800-826-2355
(T) 800-483-5000
www.verizon.com

Hampton Roads Sanitation District

PO Box 5911
Virginia Beach, VA 23471
(T) 757-833-1750 Or (T) 757-460-2261
customerinquiry@hrsd.com
www.hrsd.com

Newport News Waterworks – (1-2 day Lead Time for new accounts)**

PO Box 979
Newport News, VA 23607
(T) 757-926-1000
<http://www.nngov.com/waterworks>



*Local Chambers
of Commerce and
Business Assistance*



Local Chambers of Commerce & Business Assistance

Greater Williamsburg Chamber & Tourism Alliance

Offers business programs, services, classes, & support, plus several networking opportunities.

Ms. Karen Riordan, President
421 N. Boundary Street
Williamsburg, VA 23187-3495
(T) 757-229-6511 (F) 757-229-2047
wacc@williamsburgcc.com
www.williamsburgcc.com

Virginia Peninsula Chamber of Commerce

Offers business programs, services, classes, & support, plus several networking opportunities.

Mr. Mike Kuhns, President/CEO
21 Enterprise Parkway, Suite 100
Hampton, VA 23666
(T) 757-262-2000 (F) 757-262-2009
vpcc@vpcc.org
www.vpcc.org

York County Chamber of Commerce

Offers business programs, services, classes, & support, plus several networking opportunities.

Mr. Tim Meyer, President
PO Box 1103
Yorktown, VA 23692
(T) 757-877-5920
info@yorkcountycc.org
www.yorkcountycc.org

Hampton Roads Hispanic Chamber of Commerce

Offers business programs, services, classes, and support. Offers a wealth of networking opportunities.

445 Grafton Drive
Yorktown, VA 23693
(T) 757-890-6203
www.hamptonroadshispanic.org

Peninsula Technology Incubator

Offers business counseling, seminars, and referrals. Located within the Virginia Peninsula Chamber of Commerce.

Mr. Tom Flake, Director

1100 Exploration Way

Hampton, VA 23666

(T) 757-325-6800

t.g.flake@ptincubator.org

www.ptincubator.org

Christopher Newport University - Small Business Institute

Offers semester-long free business assistance. Analysis and improvements for all types of business by senior business students under direction of faculty. Suitable for small and family-owned businesses in all aspects of business.

Mr. Ronnie Cohen, Director & Academic Chair

Mr. William (Willy) Donaldson

1 University Place BTC439

Newport News, VA 23606

(T) 757-594-7139 (F) 757-594-7808

rchoen@cnu.edu

<http://cnu.edu/schoolofbusiness/>

Hampton University - Business Incubator

Offers business counseling regarding business plans, loan proposals, and management strategies.

Mr. J.R. Locke, Executive Director

6 West County Street

Hampton, VA 23666

(T) 757-722-9283 (F) 757-224-4285

jamesr.locke@hamptonu.edu

<http://hubi.hamptonu.edu/>

Triangle Business & Innovation Center

Provides entrepreneurs, startups and small businesses with the amenities, counseling, and services necessary to grow a successful business.

Mr. Tim Ryan, Director

5300 Palmer Lane

Williamsburg, VA 23188

tim@arcphor.com

www.yestbic.com

Minority and Women's Business Assistance

Offers instruction to minorities and women on how to get into business and how to expand existing businesses. A US Small Business Administration program.

Richmond District Office
400 North 8th Street
Federal Building, Suite 1150
PO Box 10126
Richmond, VA 23240
(T) 804-771-2400 (F) 804-771-2764
www.sba.gov

Small Business Development Center

Offers technical assistance to small businesses in business planning, marketing, financing, and international development. Helps prepare SBA loan packages.

Debra Hamilton Farley or
Hampton Roads SBDC
600 Butler Farm Rd., Ste. A
Hampton, VA 23666
(T) 757-865-3126 (F) 757-865-5885
farleyd@tncc.edu
www.hrsbdc.org

Williamsburg SBDC
421 N. Boundary St.
Williamsburg, VA 23187
(T) 757-229-6511 (F) 757-253-1397
www.hrsbdc.org

SCORE – Counselors to America's Small Businesses

Offers free consulting to existing and start-up businesses.

SCORE Chapter 100, serving York County or
21 Enterprise Parkway, Suite 100
Hampton, VA 23666
(T) 757-262-2000 (F) 757-262-2009
info@score100-virginia.org
www.score100-virginia.org

Williamsburg SCORE
Williamsburg Chamber & Tourism Alliance
P.O. Box 3495
Williamsburg, VA 23187-3495
(T) 757-229-6511 (F) 757-229-2047
score@williamsburgcc.org
www.williamsburgcc.org

Virginia Department of Business Assistance

Offers free state-wide information on sites and buildings, labor, taxes, utilities, transportation services, financing, laws, and regulations.

PO Box 446
707 East Main Street, Suite 300
Richmond, VA 23219
(T) 804-371-0438
www.dba.virginia.gov

US Small Business Administration

Issues a wide range of marketing and technical publications to help existing and prospective business owners and managers. Offers numerous programs and services.

To order a free copy of the "Resources Directory for Small Business Management," call 804-771-2400.

Richmond District Office
400 North 8th Street
Federal Building, Suite 1150
PO Box 10126
Richmond, VA 23240
(T) 804-771-2400 (F) 804-771-2764
www.sba.gov

William & Mary School of Business

Offers a variety of services and expertise to businesses.

PO Box 8795
Williamsburg, VA 23187
(T) 757-221-2891 (F) 757-221-2937
www.business.wm.edu

York County Public Libraries

Offers a variety of business books, videos, tapes, magazines, and databases.

Yorktown Library
8500 George Washington Memorial Highway
Yorktown, VA 23692
(T) 757-890-3377
www.yorkcounty.gov/library

or

Tabb Library
100 Long Green Blvd.
Yorktown, VA 23693
(T) 757-890-5100

Hampton Roads Virginia Procurement Technical Assistance Center (PTAC)

Provides assistance to help businesses do business with government at federal, state and local levels. Services include seminars, conferences and individual counseling on procurement matters, for companies involved, or seeking to become involved, in this exciting market environment.

12050 Jefferson Avenue, Suite 244
Newport News, VA 23606
(T) 757-719-1767
www.hrptac.org



*Grand Opening
Information*

Revised 7/12/16

Grand Opening/Ribbon Cutting Information

Suggested Grand Opening/Ribbon Cutting Procedures

1. Welcome guests – Company representative
2. Dignitary recognition (in this order) – Company representative
 - a. Federal Elected Officials (The Honorable...)
 - b. State Elected Officials (The Honorable...)
 - c. County Board of Supervisors (The Honorable...)
 - d. Elected Officials (Commissioner of Revenue, School Board, etc.) (The Honorable...)
 - e. Appointed Officials (Economic Development Authority, Planning Commission, etc.)
 - f. County Administrator and/or Staff
 - g. Chamber Representatives
 - h. Company President/Manager
3. Speaker introduction(s) – Company representative
4. Brief congratulatory remarks from speaker(s) – Usually a dignitary and/or chamber representative
5. Description of business & introduction of attending staff – Company representative
6. Cut ribbon – Done by company, government, and chamber representatives - Photo opportunity
7. Closing remarks – Company representative
8. Offer attendees a tour of the facility (optional) and/or refreshments (optional)

Grand Opening/Ribbon Cutting Reminders and Tips

1. Remember the Ribbon – it should be a large ribbon that will show up in photographs. If York County is assisting with your ceremony, the ribbon will be provided for you at no charge, as will the large ceremonial scissors.
2. Remember to bring real scissors – the large promotional ribbon cutting scissors do not always cut well. Another option is to precut the ribbon and connect it with a small piece of tape.
3. Be creative. For example, banks sometimes use paper currency for the ribbon and then donate it to a local charity.
4. Ribbon cutters should stand behind the ribbon, in front of the door, facing the crowd.
5. Temporary signage is allowed, but requires a free permit from the Building Regulation Office. Please be aware that the York County Zoning Ordinance has regulations regarding certain types of promotional items (Banners, Balloons, etc.). For additional information on utilizing these types of items, please contact the Building Regulation office at 757-890-3522.
6. Weekday morning events are easier to draw attendance.
7. Contact the media to get publicity and coverage of the event and business (Media contact list enclosed). It is often difficult to attract the media to ribbon cuttings, therefore it is beneficial to also send out a press release and photo to the enclosed contacts after the event.
8. Contact a local chamber for further promotion of the event via their email contact lists. York County is represented by three Chambers of Commerce (Contact lists enclosed.)
9. Mail invitations at least 2 – 3 weeks in advance and follow up with an email reminder the week of the event. (Suggested Ribbon Cutting invitation list is enclosed)
10. Contact the Office of Economic Development at 757-890-3317 at least 2 – 3 weeks in advance of the event to arrange for a speaker from the Board of Supervisors and/or local chamber.
11. If an outdoor event is planned, please note that any tent larger than 900 square feet and/or 50 person occupancy requires a permit. Permits can be obtained in the Building Regulation Office.
11. Don't forget your camera!

Suggested Ribbon Cutting Invitation List

YORK COUNTY BOARD OF SUPERVISORS

The Honorable Walter C. Zaremba (District 1)
106 Royal Grant Drive
Williamsburg, VA 23185
Zaremba@yorkcounty.gov

The Honorable Sheila S. Noll (District 2)
133 Tradewinds Drive
Yorktown, VA 23693
Noll@yorkcounty.gov

The Honorable W. Chad Green (District 3)
PO Box 3
Seaford, VA 23696
Green@yorkcounty.gov

The Honorable Jeffrey D. Wassmer (District 4)
833 Railway Road
Yorktown, VA 23692
Wassmer@yorkcounty.gov

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Press Release Template

Contact person
Contact person's title
Company name
Telephone number
Email address
Web site address

Headline or Title

Date

FOR IMMEDIATE RELEASE

Lead sentence should contain the most important information, ideally in 25 words or less.

Body of the release should answer who, what, where, when, why. Also include information about your business and the services you provide. If you choose, you can add a quote from the company owner or store manager.

Always include "for more information" contact information, even though it is listed at the top of the release.

End with a brief corporate background summary, boilerplate info about the company, if you have it.

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(this indicates the press release is finished)

Notes for writing a press release:

- In the "FOR IMMEDIATE RELEASE" field of the release, you can also designate "FOR RELEASE AT WILL" if the event is several weeks away, or "MEDIA INVITATION" if the release is solely meant to invite the media to the ceremony.
- Copy and paste the text of your release into the body of an email, instead of sending it as an attachment. Reporters are wary of opening attachments from email addresses they may not know.

York County Office of Economic Development

Your business is our business!

We are:

- ◆ *dedicated to the success of our local businesses.*
- ◆ *focused on fostering business retention and attraction, and*
- ◆ *committed to economic development with a positive community impact.*



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