

Starting a Business in Middletown, Maryland



Congratulations!

We recognize the hard work it takes to plan, create, and start a new business venture! With the time you have invested in this effort, we want to provide you with helpful information about Middletown, Maryland! Our mix of historical character meshed with modern conveniences makes us an ideal place to live and work.

For a small town, we have a vibrant mix of professional and service businesses, mom-and-pop shops, and nationally recognized names. While Middletown has all the appeal of a rural community, including surrounding farms, and access to national recreational sites such as the Appalachian Trail, we are just an hour away to Washington, DC, Baltimore, and less than ten minutes to transportation assets such as I-70, I-81, and I-270, and the MARC Train.

We have welcomed visitors and residents to the Middletown Valley for over 250-years, and we are excited to extend you that same warm welcome!



A Designated Maryland Sustainable Community



A Certified National & Maryland Main Street Community

Let's Get Started!

Site Selection:

The Town Planner and the Middletown Main Street Manager are two resources who often have their ear to the ground and know what spaces are available in Town. Please check out the Main Street Middletown website at www.mainstreetmiddletown.org for potential spaces open for rent and/or sale, or call Main Street Manager at 301-371-6171, extension 111. The Town Planner may be reached 301-371-6171, extension 103.

After Site Selection:

The goal is to obtain what is called an Occupancy Permit that is issued by Frederick County. The first step in getting the Occupancy Permit is to request a Zoning Certificate from the Town of Middletown which can be found at www.middletown.md.us under the Planning and Zoning Tab, or visit Town Hall at 31 West Main Street, Middletown, M-F, 8am-4pm.

You'll need to provide basic information such as a project description, building plans or a drawing showing, a scaled site plan to show how the property or structure will be altered, and a check for permit fees. A schedule of fees is located on the Town's website under the Town Government Tab, Permits and Fees. After applying with the Town, all applicants must apply for the Occupancy Permit through the Frederick County Permits Department at 30 North Market Street., 301-600-1123 or www.frederickcountymd.gov.

The review in Middletown typically takes 10-days to process a request for a Zoning Certificate. You will receive a written notice of approval or disapproval of your zoning certificate in the mail.

Another typical permit for a new business is a sign permit. This too requires a zoning certificate and can be applied for at the same time as the zoning certificate to operate your new business. Sign Permits are found at www.middletown.md.us under the Town Government Tab, Permits and Fees.

If your project requires a change in the amount of parking needed, or the intensity of the use has changed, or if there are exterior structural changes, or if the building or site does not meet all regulations for the zoning district in which it is located, the project will require additional review by the Middletown Planning Commission. Our Town Planner will be able to walk you through this part of the permitting process. *Site Plan fees and parking requirements may be waived upon approval by the Planning Commission.*



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Business Incentives:

Financing:

SBA Small Business Loan Programs – Banks and other lending institutions offer a number of SBA loan programs to assist small businesses. While SBA itself does not make loans, it does guarantee loans made to small businesses by private and other institutions. To learn more visit the SBA at www.sba.gov

Frederick County Small Business Loan – This program provides a source of financing for existing and aspiring small businesses in Frederick County. Loans up to \$50,000 are available for growth-related expansions. For more information, call 301-600-1967 or www.discoverfrederickmd.com

Neighborhood Business Works Loan Program – administered through the Maryland Department of Housing and Community Development, this program provides gap financing up to \$75,000 to new or expanding small businesses in Maryland. Projects must be located in a designated Sustainable Community and Middletown has that designation. For more information, go to www.neighborhoodrevitalization.org/Programs

Tax Credits for Historic Structures

Federal Historic Preservation Tax Credit – Administered by the National Park Service, this program provides a federal income tax credit, based on the qualified rehabilitation costs of a certified historic structure. More information on this program is available at the Maryland Historical Trust at 410-514-7620

Maryland Sustainable Communities Rehabilitation Tax Credit – This program provides a state income tax credit and is available for commercial, income producing properties (including office, retail, rental housing, etc). Visit the Maryland Historical Trust to view requirements and forms or call 410-514-7628.



Grow Your Business in Middletown!



Middletown

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Middletown Tax Credit – a Local Tax Credit administered by the Town of Middletown. For improvements made to commercial structures within the Town, the new assessed value of the improved property will be taxed at 20% the first year, 40% the second year, 60% the third year, 80% the fourth year, and the full amount in the fifth year after project completion. For more information, call the Town Administrator at 301-371-6171, extension 102, or the Main Street Manager at extension 111.

Facade Improvement Program – a direct financial incentive offered by Main Street Middletown, MD Inc., our local nonprofit that supports the business district. For properties within the Main Street District that contribute to the significance of the National Register Historic District, Main Street can pay at a maximum, up to 50% of the costs associated with rehabilitating the historic features of the exterior. For more detailed information, call the Main Street Manager at 301-371-6171, extension 111, or visit the website at www.mainstreetmiddletown.org/main-street-advantage/

Community Investment Tax Credit – the Maryland Department of Housing and Economic Development encourages donations to nonprofits that participate in this program. Donations made to Main Street Middletown, MD Inc that are above \$500 or more, donors are eligible for a state tax credit on their Maryland tax returns. This fund is limited and available for 2019 and 2020. For more information, please contact the Main Street Manager at 301-371-6171, extension 111.

New Construction – Town Improvement Fees

New construction projects have an option request the Burgess and Commissioners to reduce Town Improvement Fees, based on the scope and need of the project.



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