



# City of Artesia

## Business License Rebate Program for Individuals with Developmental Disabilities

### *Application Form*

**Guidelines & Instructions: Please read the following guidelines and instructions closely before submitting your rebate application.**

The City of Artesia's Business License Rebate Program for Individuals with Developmental Disabilities provides rebates for the cost of a business license and associated administrative fees approved by the City Manager to qualifying business owners with developmental disabilities. Rebates are limited to businesses with annual gross receipts of no more than \$1,000 owned by individuals with developmental disabilities.

To be eligible to receive a rebate, an Artesia business owner with a developmental disability must acquire a business license and submit an application for a rebate within 30 days of acquiring the business license. The Program will be limited to qualifying business owners that are also residents of Artesia. For the purposes of the Program, the City will require proof of eligibility for services or enrollment in services with the Harbor Regional Center to define a person as an "individual with developmental disabilities". Along with the below application, the applicant will need to demonstrate gross receipts under \$1,000 or provide a reasonable, justified estimate that gross receipts will be under \$1,000, provide proof of payment for their business license, and demonstrate their eligibility for services or enrollment in services with the Harbor Regional Center. Approved applicants can receive up to one rebate per calendar year, and there is no limit on rebates for business license renewals provided that the applicant continues to meet all program guidelines.

Applications must be submitted within 30 days of paying for a business license. The rebate program will be limited to one rebate per business per year and offered on a first-come, first-served basis. Funds are limited, so business owners are encouraged to apply as soon as possible.

For this application to be considered complete, it must include all required documentation. Within two weeks of application submission, applicants will be notified if the application is approved, or if there is additional information needed. Once an application has been approved, the business owner will be notified, and the business owner will receive a rebate within a few weeks.

For more information, please contact Jeremy Bates, Management Analyst for the City of Artesia at (562) 865-6262, extension 245 or email at [jbates@cityofartesia.us](mailto:jbates@cityofartesia.us). Complete application packets can be submitted via email [jbates@cityofartesia.us](mailto:jbates@cityofartesia.us), or in person or by mail to: City of Artesia, Attn: Business License Rebate Program, 18747 Clarkdale Ave., Artesia, CA 90701.

#### Applicant Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*First Last*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

**Artesia** **CA** **90701**  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business License  
Account Number: \_\_\_\_\_

Brief Description of  
Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Street Address

Suite/Unit #

**Artesia**

**CA**

**90701**

City

State

ZIP Code

Have you received a rebate under the Program  
previously? If so, what was the first year you obtained a  
rebate?: \_\_\_\_\_

Date of First Business License Purchase: \_\_\_\_\_

Date of Purchase for Current Business License: \_\_\_\_\_

*Please attach a copy of a document proving your enrollment in or eligibility for services from the Harbor Regional Center, a document proving payment for a current business license with the City of Artesia, and documentation of annual gross receipts under \$1,000 or a justified, reasonable estimate that annual gross receipts will be under \$1,000..*

**FOR STAFF USE ONLY**

Received Date/Time: \_\_\_\_\_ Complete? \_\_\_\_\_

		Approval Process:	Approved?	Initials/Date
All Necessary Documentation Included??	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Management Analyst	_____
Application Signed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Address Valid?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>Notes:</b>	
Eligibility Valid?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		

**Disclaimer and Signature**

*By signing the application, you understand and represent that you are fully responsible for the validity of all information provided in this application, and declare that you reside and are a resident in the City of Artesia, and you are an individual with developmental disabilities as defined in this application and that you own a business with a proper business license to operate in the City of Artesia. You also certify that your business has or that you estimate it will have annual gross receipts not exceeding \$1,000 and that you will adhere to all other requirements stipulated in this application. You will receive notification via phone or email when your application has been approved detailing next steps to begin receiving your rebates.*

*Applications will be reviewed on a first-come, first-served basis. The approval and issuance of a rebate or rebate(s) is not guaranteed and is subject to the availability of program funds. Furthermore, each application will be reviewed to determine whether program guidelines were followed before any reimbursement is issued. If the information is found to be invalid, the City reserves the right to deny the application.*

*Unless you ask us not to, we may contact you via email in the future to tell you about new City services. By providing your email address, you give your permission to receive information related to other city topics. You may opt out of any future contacts from us at any time by contacting us via email or phone.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_