



**COMMUNITY DEVELOPMENT  
PITTSBURG PUBLIC HOUSING**

603 N. PINE · Pittsburg KS 66762

(620) 232-1210

[www.pittks.org](http://www.pittks.org)

FAX: (620) 232-3453

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## **2016 NEIGHBORHOOD REVITALIAZATION PROGRAM**

### **Application**

Please complete Part 1 of this application and return it to the Compliance Manager, Community Development & Housing, along with all required documentation to complete the application, by mail at PO Box 266, Pittsburg, KS 66762, by fax at 620-231-2103, or via email at [deanna.goering@pittks.org](mailto:deanna.goering@pittks.org).

If you have any questions, please contact DeAnna at 620-230-5551.

## **PROCESS GUIDE FOR NEIGHBORHOOD REVITALIZATION PROGRAM**

### **APPLICATION PROCESS:**

#### **Before improvements/construction begins...**

- ☐ Complete and submit Part 1 of the application to the CD&H office.
- ☐ Provide a copy of the Property Deed for ownership.
- ☐ Provide a copy of the most recent paid tax receipt.
- ☐ Provide any drawings and/or detailed listings of all proposed improvements.
- ☐ Provide a listing of estimated costs for all proposed improvements.

#### **Once the CD&H office has received all of the above...**

- ☐ A letter will be sent to the applicant with a decision for denial or approval.
- ☐ A letter and a copy of Part 1 from the application will be sent to the County Clerk and County Appraiser notifying them of an initially approved application.
- ☐ A letter and copy of Part 1 from the application will be sent to the City's Building Services department to verify and monitor the status of the project.

#### **When the improvements/construction project is scheduled to begin...**

- ☐ Complete and submit Part 2 of the application to the CD&H office.
- ☐ Provide a copy of applicable building permits.

#### **Once the CD&H office has received Part 2 and all of the above...**

- ☐ A letter and a copy of Part 2 from the application will be sent to the County Clerk and County Appraiser notifying them of the project commencement.
- ☐ A letter and copy of Part 2 from the application will be sent to the City's Building Services department to verify the project commencement and to monitor the project.
- ☐ A letter and Part 3 of the application will be sent to the applicant.

### **CLOSE OUT PROCESS:**

#### **When the project is completed...**

- ☐ Complete and submit Part 3 of the application to the CD&H office.
- ☐ Provide a copy of costs, receipts, etc. for the project. NOTE: The minimum improvement investment required for residential projects is \$5,000; \$10,000 for commercial projects.
- ☐ Provide a copy of the Certificate of Occupancy (for new construction projects) or a Final Inspection (rehabilitation projects) document issued by the City's Building Services office certifying the project is complete and approved.

#### **Once the CD&H office has received all of the above...**

- ☐ A letter and a copy of Part 3 from the application will be sent to the applicant notifying them of a completed project.
- ☐ A letter and a copy of Part 3 from the application will be sent to the County Clerk and County Appraiser notifying them of a completed project for further processing.
- ☐ A letter and copy of Part 3 from the application will be sent to the City's Building Services department to verify a completed project.

### **TAX REBATE PROCESS:**

#### **Once County has received notice of a completed project...**

- ☐ The County will re-assess the property value after all improvements have been made.
- ☐ The rebate period will begin at the end of the tax year following the project completion year (completed in 2016; at the end of 2017, rebate will begin).
- ☐ The rebate will be the increased amount of property taxes assessed from the improvements (property taxes increased \$100 because of improvements; \$100 will be rebated back to the owner for each of the eligible rebate periods).
- ☐ The County will issue a rebate check to the owner within 30 days of receiving full payment and processing of owed annual property taxes.

# APPLICATION FOR NEIGHBORHOOD REVITALIZATION PROGRAM

(Please Print)

## PART 1

Owner's Name: \_\_\_\_\_

Social Security/EIN #: \_\_\_\_\_ Day Phone #: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Project Address: \_\_\_\_\_

## **PROPOSED IMPROVEMENTS/CONSTRUCTION**

Parcel Identification Number: \_\_\_\_\_

(Take from your taxes or call the County Appraiser's Office)

Legal Description of Property:  
(Use additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Property Classification: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial

Proposed Property Use: \_\_\_\_\_ Owner-Occupied \_\_\_\_\_ Rental

List of Buildings to be Demolished: \_\_\_\_\_

If Residential Property, Number of Units: \_\_\_\_\_  
(Single family, duplex, triplex, etc.)

Describe Proposed Improvements:  
(Attach drawings and dimensions; use additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date of Improvements/Construction: \_\_\_\_\_

Estimated Completion Date of Project (must be within 2 years of start): \_\_\_\_\_

Estimated Cost of Improvements/Construction:  
(Please provide documentation to support these numbers)

(a) Materials: \$ \_\_\_\_\_ + (b) Labor: \$ \_\_\_\_\_

= (a+b) Total: \$ \_\_\_\_\_

*NRP Application Part 1 - Continued*

I have read and hereby agree to follow all application procedures and criteria. I further understand that this application will void one (1) year from this date below, **if improvements and construction haven't begun**. Improvements/construction **must be completed** within two (2) years of application date.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner's Signature)

**RECEIPT OF APPLICATION PART 1**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(CD&H Signature)

**FOR CITY OF PITTSBURG USE ONLY**

The following documents were received by the CD&H office to complete the application:

\_\_\_\_\_ Copy of Property Deed      \_\_\_\_\_ Copy of most recent paid tax receipt  
\_\_\_\_\_ Copy of costs associated with project improvements/construction

Based on the above listed improvements and associated costs supplied by the applicant, this application is

\_\_\_\_\_ Accepted    \_\_\_\_\_ Denied

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(CD&H Representative)

Completed Application (Part 1) sent to the following:

\_\_\_\_\_ Owner  
\_\_\_\_\_ City Building Services  
\_\_\_\_\_ County Appraiser  
\_\_\_\_\_ County Clerk

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(CD&H Representative)



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**APPLICATION FOR NEIGHBORHOOD REVITALIZATION PROGRAM**  
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**PART 2**

Owner's Name: \_\_\_\_\_ Parcel ID # \_\_\_\_\_

Project Address: \_\_\_\_\_

**COMMENCEMENT OF CONSTRUCTION**

Improvements/Construction to Begin: \_\_\_\_\_ Building Permit(s) #: \_\_\_\_\_

Estimated Completion Date of Project: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner's Signature)

**RECEIPT OF APPLICATION PART 2**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(CD&H Signature)

**FOR CITY OF PITTSBURG USE ONLY**

The following documents were received by the CD&H office upon project commencement:

\_\_\_\_\_ Copy of applicable building permits

Completed Application (Part 2) sent to the following:

\_\_\_\_\_ Owner

\_\_\_\_\_ City Building Services

\_\_\_\_\_ County Appraiser

\_\_\_\_\_ County Clerk

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(CD&H Representative)



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**APPLICATION FOR NEIGHBORHOOD REVITALIZATION PROGRAM**  
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**PART 3**

Owner's Name: \_\_\_\_\_ Parcel ID # \_\_\_\_\_

Project Address: \_\_\_\_\_

**COMPLETION OF CONSTRUCTION**

All construction and improvements described in the Application were completed \_\_\_\_\_, and actual out-of-pocket costs incurred in completing such construction and improvements were in the total amount of \$\_\_\_\_\_. **Please attach documentation of costs.**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner's Signature)

**RECEIPT OF APPLICATION PART 3**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(CD&H Signature)

**FOR CITY OF PITTSBURG USE ONLY**

The following documents were received by the CD&H office upon completion of construction:

- \_\_\_\_\_ Certificate of Occupancy or Final Inspection
- \_\_\_\_\_ Copy of costs associated with project improvements/construction

Completed Project (Completed Application including Part 3) sent to the following:

- \_\_\_\_\_ Owner
- \_\_\_\_\_ City Building Services
- \_\_\_\_\_ County Appraiser
- \_\_\_\_\_ County Clerk

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(CD&H Representative)

**FOR COUNTY APPRAISER'S OFFICE ONLY**

The above improvements:

- \_\_\_\_\_ Meets the \$5,000 Minimum Investment for Residential Property
- \_\_\_\_\_ Does Not Meet the \$5,000 Minimum Investment for Residential Property
- \_\_\_\_\_ Meets the \$10,000 Minimum Investment for Commercial or Industrial Property.
- \_\_\_\_\_ Does Not meet the \$10,000 Minimum Investment for Commercial or Industrial Property.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Crawford County Appraiser's Office)

**FOR COUNTY CLERK'S OFFICE ONLY**

As of \_\_\_\_\_, 20 \_\_\_\_ Taxes in This Parcel \_\_\_\_\_ Are \_\_\_\_\_ Are Not Current

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Crawford County Clerk's Office)