



**COMMUNITY DEVELOPMENT
AND HOUSING**

603 N. PINE · Pittsburg KS 66762

(620) 232-1210

www.pittks.org

FAX: (620) 232-2103

2016 Neighborhood Revitalization Program

Application

Please complete Part 1 of this application and return it to DeAnna Goering, Neighborhood Redevelopment Manager, Community Development & Housing, along with all required documentation to complete the application, in-person at 603 N Pine, by mail at PO Box 688, Pittsburg, KS 66762, by fax at 620-231-2103, or via email at 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.
- ☐ 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.
- ☐ Provide a copy of applicable building permits.

When the CD&H office has received all of the above:

- ☐ A letter will be sent to the application with a decision for denial or approval.
- ☐ A letter and a copy of Part 1 of the application will be sent to the County Clerk and County Appraiser notifying them of an approved application.
- ☐ A letter and a copy of Part 1 of 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 2 of the application will be sent to the applicant.

Closeout Process

When the project is complete:

- ☐ Complete and submit Part 2 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 department 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 2 of the application will be sent to the applicant notifying them of a completed project.
- ☐ A letter and a copy of Part 2 of the application will be sent to the County Clerk and County Appraiser notifying them of a completed project for further processing.
- ☐ A letter and a copy of Part 2 of the application will be sent to the City's Building Services department to verify a completed project.

Tax Rebate Process

Once the 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 (rebate will begin at the end of 2017 for projects completed during 2016).
- ☐ 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

Part 1
(Please Print)

Owner's Name: _____

Owner's Mailing Address: _____

Phone: _____

Project Address: _____

Proposed Improvements/Construction

Parcel Identification Number: _____

(Available on the county website or from your tax records)

Legal Description of Property:

(Use additional sheets, if necessary)

Proposed Property Classification:			Proposed Property Use:	
☐ Residential	☐ Commercial	☐ Industrial	☐ Owner-Occupied	☐ Rental

List of Buildings to be Demolished:

If residential property, number of units: _____

Type: ☐ Single-Family ☐ Duplex ☐ Triplex ☐ Other

Describe Proposed Improvements

(Attach drawings and dimensions; use additional sheets if necessary)

Estimated Cost of Improvements

(Please provide documentation to support these numbers.)

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

Improvements/Construction to Begin:	
Estimated Completion Date of Project:	
Building Permit(s):	

I have read and hereby agree to follow all application procedures and policies. I understand that this application **must be received before** any improvements/construction, including demolition, has begun. I further understand that this application will become void one (1) year from this date below **if improvements/construction haven't begun**.

Improvements/construction **must be complete** within two (2) years of the application date.

By: _____ Date: _____
(Owner's Signature)

By: _____ Date: _____
(CD&H Signature)

For City of Pittsburgh Use Only

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

- ☐ Copy of Property Deed
- ☐ Copy of the most recent paid tax receipt
- ☐ Estimated costs for all proposed improvements
- ☐ Copy of applicable building permits

Based on the above-listed improvements and documentation, this application is:

- ☐ Accepted
- ☐ Denied

By: _____ Date: _____
(CD&H Signature)

Completed Application (Part 1) sent to the following:

- ☐ County Appraiser
- ☐ Property Owner
- ☐ County Clerk
- ☐ Building Services Department

By: _____ Date: _____
(CD&H Signature)

Application for Neighborhood Revitalization Program

Part 2

Owner's Name: _____

Project Address: _____

Parcel ID#: _____

Completion of Construction

All construction and improvements described in the application were completed _____, and actual out-of-pocket costs incurred in completing the project totaled \$ _____.
Please attach documentation of all costs incurred.

By: _____ Date: _____
(Owner's Signature)

By: _____ Date: _____
(CD&H Signature)

For City of Pittsburgh Use Only

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

- ☐ Certificate of Occupancy or Final Inspection
- ☐ Copy of costs associated with project

Completed Application (Part 2) sent to the following:

- ☐ County Appraiser
- ☐ County Clerk
- ☐ Property Owner
- ☐ Building Services Department

By: _____ Date: _____
(CD&H Signature)

For County Appraiser's Office Only

These residential improvements ☐ MEET ☐ DO NOT MEET the \$5,000 minimum investment.
These commercial improvements ☐ MEET ☐ DO NOT MEET the \$10,000 minimum investment.

By: _____ Date: _____
(Crawford County Appraiser's Office)

For County Clerk's Office Only

As of _____, 20____, taxes on this parcel ☐ ARE ☐ ARE NOT current.

By: _____ Date: _____
(Crawford County Clerk's Office)