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 or by mail at 216 N Broadway, Suite G, 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)

<table>
<thead>
<tr>
<th>Proposed Property Classification:</th>
<th>Proposed Property Use:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Residential</td>
<td>☐ Owner-Occupied</td>
</tr>
<tr>
<td>☐ Commercial</td>
<td>☐ Rental</td>
</tr>
<tr>
<td>☐ Industrial</td>
<td></td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>Materials (a):</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor (b):</td>
<td>$</td>
</tr>
<tr>
<td>Total (a+b):</td>
<td>$</td>
</tr>
</tbody>
</table>

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 Pittsburg 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 Pittsburg 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 ❑ Property Owner
  ❑ County Clerk ❑ 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)