



**COMMUNITY DEVELOPMENT  
AND HOUSING**

216 N Broadway | Suite G  
Pittsburg, KS 66762

(620) 232-1210  
[www.pittks.org](http://www.pittks.org)  
FAX: (620) 232-2103

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**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](mailto:deanna.goering@pittks.org).

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

A decorative graphic at the bottom of the page consisting of a solid green shape that tapers from left to right, resembling a stylized hill or a wave.

## 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)

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Proposed Property Classification:			Proposed Property Use:	
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Owner-Occupied	<input type="checkbox"/> Rental

## List of Buildings to be Demolished:

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If residential property, number of units: \_\_\_\_\_

Type:     Single-Family         Duplex                       Triplex                       Other

## Describe Proposed Improvements

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

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### 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)

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### 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)

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### 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
- County Clerk
- Property Owner
- Building Services Department

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

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### 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)

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### For County Clerk's Office Only

As of \_\_\_\_\_, 20\_\_\_\_, taxes on this parcel  ARE  ARE NOT current.

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