

Neighborhood Revitalization Plan Application

Criteria for Determination of Eligibility

- All property located within the neighborhood revitalization districts shall be eligible for the program.
- Construction of improvements must begin on or after the application date. No applications will be accepted for completed or under construction improvements, unless this Plan is amended to include the applicant's location after construction begins, but before construction is substantially complete. In that case, the application shall be filed within 10 days of approval of this Plan amendment or any Plan amendment expanding the NRP area.
- The minimum investment in an improvement is \$5,000. Improvements must also increase the appraised value at least 5%.
- Properties receiving other financial incentives shall be ineligible for this program. This includes improvements in a tax increment finance (TIF) district, or Industrial Revenue Bonds (IRB) or other similar tax abatement or incentive programs.
- The improvements must conform to the City of Arkansas City's Comprehensive Plan, Subdivision Regulations, Zoning Regulations, and Building codes in effect at the time the improvements are made.
- New, as well as existing improvements on the property must conform to all applicable codes, rules, laws, ordinances and regulations in effect at the time the improvements are made, and for the length of the rebate or the rebate may be terminated.
- If the applicant has any property in Cowley County (real estate or personal property) that is delinquent in any tax payment or special assessment, they shall not be eligible for any rebate until such time that all taxes and assessments have been paid. If such delinquency occurs after entry into the rebate program, the owner shall have no more than 90 days to bring the taxes current. If such delinquency continues beyond 90 days, the property shall no longer be eligible for a rebate under this program.
- The following improvements are not eligible for a tax rebate:
 - Railroads and utilities
 - Swimming pools, gazebos, new unattached garages and workshops.
 - Manufactured homes (except Residential Design Manufactured Homes)
 - Repairs or maintenance items (i.e. reroofing)
- The City Commission has the option for a case-by-case review of individual blighted properties located outside of the Neighborhood Revitalization Area by resolution. The City Commission also has the option to adjust rebates for individual properties located inside of the Neighborhood Revitalization Area on a case-by-case basis by resolution.

Neighborhood Revitalization Plan Application

(CONTINUED)

Projects Eligible for a Tax Rebate

Residential Property:

1. Rehabilitation, alterations and additions to any existing residential structure, including the alteration of a single-family home into a duplex dwelling, shall be eligible.
2. Construction of new residential structures, including the conversion of all or part of a non-residential structure into a residential structure, shall be eligible.
3. Improvements to existing or construction of new residential detached accessory structures such as garages, gazebos, storage buildings, workshops, swimming pools, etc., shall not be eligible.

Commercial/Industrial Property:

1. Rehabilitation, alterations and additions to any existing commercial structure used for retail, office, manufacturing, warehousing, institutional or other commercial or industrial purposes shall be eligible.
2. Construction of new commercial structures, including the conversion of all or part of a non-commercial structure into a commercial structure, used for retail, office, manufacturing, warehousing, institutional or other commercial or industrial purposes shall be eligible.
3. Improvements to existing or construction of new structures used for public utility or railroad purposes shall not be eligible.

Contents of Application for Tax Rebate

Applicants for the Neighborhood Revitalization Act tax rebate program should include the following information and be submitted on the following form. Each application shall require a \$25 application fee.

PLEASE NOTE:

- *It is the responsibility of the person applying for this grant to obtain the necessary permits and meet any and all local, state, and federal laws/regulations/codes.*
- *All inspections, including final inspections must be scheduled and completed in order to complete the application process prior to the completed application being sent to the appraiser's office.*

FEE AND APPLICATION RECEIVED DATE:	1 ST PAGE OF APPLICATION SUBMITTED TO APPRAISERS OFFICE DATE:	BUILDING PERMIT SUBMITTED TO APPRAISERS OFFICE DATE:	COMPLETED APPLICATION SUBMITTED TO APPRAISERS OFFICE:

\$25.00 Application Fee

**City of Arkansas City
Neighborhood Revitalization Program
Application for Tax Rebate**

PART 1-TO BE COMPLETED BY APPLICANT (PLEASE PRINT OR TYPE):

OWNER'S NAME: _____ PHONE NO: _____

OWNER'S MAILING ADDRESS: _____

PROPERTY ADDRESS: _____

PROPERTY DESCRIPTION: FIND THE PARCEL ID NUMBER AND LEGAL DESCRIPTION FROM YOUR TAX STATEMENT OR CALL THE COUNTY CLERK'S OFFICE – USE ADDITIONAL SHEETS IF NECESSARY.

PARCEL IDENTIFICATION NUMBER: _____

LEGAL DESCRIPTION OF PROPERTY: _____

IMPROVEMENT TYPE:

- NEW RESIDENTIAL NEW COMMERCIAL
 RESIDENTIAL REHAB, ALTERATION, OR ADDITION COMMERCIAL REHAB, ALTERATION, OR ADDITION

PROPOSED IMPROVEMENTS (BE SPECIFIC, USE ADDITIONAL SHEETS IF NECESSARY):

IMPROVEMENT(S):	BUILDING VALUE:
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL BUILDING PERMITS VALUE:	\$ _____

DATE CONSTRUCTION BEGINS: _____ ESTIMATED COMPLETION: _____

BUILDING PERMIT NO (Attach copy): _____

LIST OF ALL IMPROVEMENTS TO BE DEMOLISHED (USE ADDITIONAL SHEETS IF NECESSARY):

BUILDINGS DEMOLISHED	BUILDING VALUE
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL DEMO PERMIT VALUE:	\$ _____

DEMOLITION DATE: _____ DEMOLITION PERMIT NO: _____

APPLICANT SIGNATURE: _____ DATE: _____

PART 2 FOR CITY USE ONLY:

THE ABOVE APPLICATION IS IS NOT IN CONFORMANCE WITH THE REQUIREMENTS OF THE CITY OF ARKANSAS CITY NEIGHBORHOOD REVITALIZATION PROGRAM.

REASON NOT IN CONFORMANCE: _____

BY: _____ DATE: _____

COMPLETION DATE: _____ REBATE PERIOD: _____ REBATE PERCENTAGE: _____

COMMENTS: _____

FOR COUNTY APPRAISER'S USE ONLY:

PRIOR TO IMPROVEMENT:

LAND \$ _____ BUILDING \$ _____ TOTAL \$ _____

AFTER IMPROVEMENT:

LAND \$ _____ BUILDING \$ _____ TOTAL \$ _____

AMOUNT SUBJECT TO REBATE:

LAND \$ _____ BUILDING \$ _____ TOTAL \$ _____

BY: _____ DATE: _____
(Cowley County Appraiser's Office)

FOR COUNTY CLERK'S USE ONLY

AS OF _____ TAXES AND SPECIAL ASSESSMENTS ON THIS PARCEL OF PROPERTY ARE

CURRENT NOT CURRENT.

BY: _____ DATE: _____
(Cowley County Clerk's Office)