

City of Emporia
NEIGHBORHOOD REVITALIZATION PROGRAM APPLICATION
COMMUNITY DEVELOPMENT OFFICE, 620-343-4285

Rev. 11/25/2019

Application # _____

Attachments Required:

1. Most recent paid property tax statement 2. *Building permit or receipt copy. 3. \$25.00 Application Fee for each parcel * Submit material receipts if no building permit required

APPLICATION DUE WITHIN 30 DAYS AFTER BUILDING PERMIT(S) ISSUED

Applicant Legal Name:			
Owner of Record: <small>(if different than applicant)</small>			
Mailing Address:			
Phone Number:		Alternate Phone Number:	
Email Address:			
Project Address			
Type of Property: <small>(circle type)</small>	Single Family Duplex Multi-Family Commercial Industrial Other		
Legal Property Description: <small>(attach additional sheets if more space is needed)</small>			
Any demolition planned?	YES or NO	If yes, which building(s)?:	
Does project include improvement of primary structure, as required by this program ?		YES or NO	
Proposed Improvements: (Circle ALL that apply. You may reference an attached development plan and include estimates and blueprints)	Windows Siding New Construction Room Addition Garage	Reroof Painting Demolition	
	Porch HVAC	Other:	
Further Description of Project: (attach additional pages if necessary)			
Estimated Cost of Project:		\$	
Is property currently occupied?		YES or NO	

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If occupied, what is the status of occupants?	Owner-occupied Tenant	Both	Residential Other	Business
Estimated date project will be completed: (12 month time limit)				
Who will perform the work?	Owner or Contractor		Contractor Name:	
Would you have invested in this project WITHOUT the tax rebate incentive?				YES or No
Intended use of property upon completion:				
If Commercial or Industrial project, please complete the following information:				
Number of New Jobs Created: _____				
Number of Jobs Retained: _____				

PRE-PROJECT DISCLOSURE

DETERMINATION OF ELIGIBILITY

"Program" means Neighborhood Revitalization Program.

An application for this program must have been submitted to the City within thirty (30) days after the issuance of a building permit. In cases where a building permit is not required, application must be submitted within thirty (30) days after the start date (documented by receipts or other sources). A one-time \$25 application fee is required and must be paid at the time of application.

The minimum project investment is \$5,000 for single residential property, and \$10,000 for all other classes.

Improvements must conform to all land use and zoning regulations in effect at the time the improvements are made. All new and existing improvements on the property must conform with all other applicable codes, rules and regulations in effect at the time the improvements are made and for the length of the rebate period, or the rebate may be terminated. This includes any and all building, nuisance or other applicable codes.

TAXES MUST BE PAID ON TIME. Late payment of property taxes will affect rebates, and result in the property being removed from the program.

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Commercial and industrial properties participating in other tax incentive programs are not eligible to participate in this program at the same time.

A property owner may choose to withdraw a property from the program for any reason, including making another application for additional renovation. That withdrawal must be made in writing to, and confirmed by, program staff before another application can be processed on that tax parcel.

A property owner shall have only one active application per tax parcel within the target areas for inclusion in this program. An additional project on a property where a project was previously approved and completed, terminated, or withdrawn would require an additional investment of more than \$5,000 in improvements for single-family residential and \$10,000 for multi-family and commercial properties. All eligible rebates must be paid or terminated prior to additional projects on same properties previously active in the program. An additional application may be made if all other program criteria are met.

A property's classification, for rebate purposes, will be determined by program staff when the property is approved for the program. Properties listed on the national or Kansas historical register qualify for historical classification. Also qualified for historical classification are properties within the Downtown Historical District and considered "contributing property" prior to or as a result of the project. Evidence of historic listing must be readily available to program staff, or submitted by the applicant, at time of application.

REBATE

The property owner is responsible for contacting the Lyon County Appraiser's Office upon completion of the improvements as described in the application for the rebate. The property owner must allow access to County appraisal staff, and City staff, to conduct inspections as needed.

Property improvements that increase total appraised value, upon and after successful application, shall be deemed eligible for a rebate of the real estate property taxes generated by the incremental value added to the property.

The "before" value is the property value the 1st of January, prior to application date.

The "after" value is the property value on the 1st of January, following project completion date.

The "application date" is the date the property owner submits a complete application, including all required attachments and fee.

The "completion date" is the date the final, last building permit inspection is made by the City. In the event no building permit was required, the completion date will be the date City staff approves the project as complete (owner required to notify City when project is complete in this case).

Projects must be completed within one (1) year from application date. If there is a valid reason why the project is not complete the property owner may submit a written request in a timely manner to the City Manager for up to a one year extension.

The rebate will be calculated by subtracting the "before" project assessed value from the "after" project assessed value of the property as determined by the Lyon County Appraiser. The difference shall be the same for the 10-year rebate period, and shall be multiplied by the combined total mill levy, which will establish the amount of the rebate. If a property decreases in value, the factor will be recalculated. At no time shall a property owner receive a rebate of more than the

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appropriate percentage of taxes actually paid. Actual rebate amounts may change from year to year based on changes in the mill levy and rebate schedule.

IT IS POSSIBLE THAT SOME PROJECTS WILL NOT RESULT IN A TAX REBATE! If the appraised value does not increase, there will be no rebate. Application fees are not refundable.

Rebates are paid only after the ENTIRE tax for a calendar year has been paid. Rebate checks will be issued by the Lyon County Treasurer to the deeded property owner(s) within thirty (30) days after the tax distribution date (not the tax payment due date). Contact the Lyon County Treasurer's Office for expected payout dates. The tax rebate schedule is calculated at the following percentages, depending on property classification type, over the 10--year program period:

- Single Family Residence — 95% for 7 years, then 50% for 3 years
- Multi-Family Residence — 95% for 5 years, then 50% for 5 years
- Commercial Property — 80% for 3 years, then 65% for 3 years, then 50% for 4 years
- Historical Property — 100% for 10 years

Rebates will be transferred with title to new owners, for the remainder of the 10-year period.

Typically, it takes a full year or more after the calendar year of project completion before any rebate checks begin to be issued. Once a project is completed, the next appraisal date of January 1st has to occur. Then, the tax bill of the first year of possible rebate does not go out until November of that year. Then, if the entire tax bill is paid by the December due date, the rebate check is usually issued the following January or February, or as the Lyon County Treasurer's Office schedule allows. Making partial payments (i.e. by ¹/₂ amounts) will delay rebates accordingly.

OWNER ACKNOWLEDGMENT OF PROGRAM RULES

I, the owner of the real estate entered in the City of Emporia's Neighborhood Revitalization Program, hereby acknowledge, fully understand and accept the aforementioned facts and rules.

I understand the aforementioned is a condensed version of the program rules, and a full set of program rules, and/or a copy of this document, is available upon request.

All information I have provided is accurate and complete.

Signed,

Owner Signature

Date

Printed Name

Submit completed application to City of Emporia Community Development Office, 521 Market St., P.O. Box 928 Emporia, KS 66801. Phone 620-343-4285.

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OFFICE USE ONLY

***** CITY STAFF TO COMPLETE THIS SECTION *****

Date Application Received:		Eligible Target Area Confirmed: YES or NO
Latest Available County Appraised Value Before Improvements:		
<p style="text-align: center;">Land: \$_____ Buildings: \$_____ Total: \$_____</p>		
Valuation Year: _____		
Number of Parcels Involved With Project		
Date Values/Parcels Verified with County Appraiser: (Application fee for each parcel)		Source:
Other Pertinent Facts:		
Date of final submittal of application to County Appraiser:		
Date Approved By City:	Approved By:	