

2016
HOUSING DIVISION
New Construction/Renovations/Conversions
TAX ABATEMENT CERTIFICATION
Application

Phase One: Preconstruction Conditional Approval for Tax Abatement for Two or Less Units

There are two phases to the Certification Process: Phase 1 Preconstruction and Phase 2 Post Construction

Phase One Instructions:

- a. Please complete section A through F (Pages 1-3) of this application for each Parcel Identification Number.
- b. List Property Address as shown on Franklin County's website or submit a copy of City of Columbus Certified form for any address changes.
- c. Processing time may take up to 6 weeks to complete applications. Incomplete applications **will** take longer to process.
- d. You will receive a letter regarding Conditional Approval or Denial of your application for tax abatement.
- e. Phase 2 Applications approved after October 1st should be reflected on the Second- Half Tax Bill.

A. Property Owner and Developer Information:

Permanent Parcel Identification Number

Current Market Value Total (Land and Building)

As indicated on Franklin County Auditor's website. \$

Year Built:

Property Address and Zip Code:

Name of Property Owner:

Name of Developer: (if applicable)

Street Address:

City, State, and Zip Code:

Phone Number:

Alternate Phone Number:

Fax Number:

E-Mail Address:

B. Neighborhood Investment Districts (NID's) or Community Reinvestment Areas (CRA's):

Your property must be located within one of 13 Columbus NID's or CRA's. (maps and additional information is available on our website: <https://columbus.gov/housingdivision/residentialtaxincentives/>)

- | | |
|---|---|
| <input type="checkbox"/> Brewer's Yard | <input type="checkbox"/> Linden NID (formerly Area A: Linden) |
| <input type="checkbox"/> Fifth by Northwest CRA | <input type="checkbox"/> Livingston and James CRA |
| <input type="checkbox"/> Franklinton: Area G | <input type="checkbox"/> Near East NID (formerly Area B: North of Broad, Oak Street CRA, and Area E: South of Main) |
| <input type="checkbox"/> Gibbard CRA (Exp. 12/15) | <input type="checkbox"/> North Central NID |
| <input type="checkbox"/> Hilltop: Area D | <input type="checkbox"/> Short North CRA |
| <input type="checkbox"/> Humko CRA | <input type="checkbox"/> Southside NID (formerly Area C: South Side) |
| <input type="checkbox"/> Jeffery Residential CRA | <input type="checkbox"/> Weinland Park: Area F |

C. Construction & Occupancy Type (Required):

1. Type of Improvement:

- ☐ New Construction – (New Build without existing structure)
☐ Renovation - (Alter, Remodel, Restore, Improve existing structure or New Garage Build)
☐ Conversion from Non-residential to Residential – submit approved Residential variance w/Phase 2 app.

2. Occupancy:

- ☐ Owner-occupied ☐ Rental ☐ Conversion of Rental to Owner

D. Construction Estimates: (choose one)

New Construction:

Estimated total cost of new construction: \$

Renovation:

Estimated total cost of renovation: \$

E. Construction Information: Complete this section, and submit the following:

1. Provide a separate written summary to include the following: Scope of work, Square Footage, Number of Bedrooms, Number of Baths, and Number of garage(s). (Attach copy)
Sq. Footage # Bedrooms Baths Garage ☐ Attached ☐ Detached
2. Include documentation to support estimate of improvements. A copy of one or more bid estimates from a licensed contractor who **must** be **registered with the City of Columbus**. (Attach copy)
3. Building Permit Number (Attach copy)
4. Projected Completion Date: / /
5. Submit the following Photos:
 - a. Properties or vacant land on either side **and** directly across the street. (Attach copy)
 - b. Front and rear photos of property to be renovated. (Attach copy)
 - c. Pre-construction photos of interior and exterior projects to be renovated. (Attach copy)
 - d. Front and rear elevations of new construction. (Attach copy)

F. Applicant Certification for Phase One Preconstruction Application:

Does Property Owner owe:

1. Any delinquent taxes to the State of Ohio or a political subdivision of the State? Yes ☐ No ☐
2. Any other moneys to the State or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not? Yes ☐ No ☐

If yes to either of the above, please provide on a separate sheet of paper details of each incident, including the date, location, amounts and case or identification numbers (Attach to Application).

The applicant certifies that all information in this application and all information furnished in support of this application are true and complete to the best of the applicant's knowledge and belief. Submission of this application expressly authorizes the City of Columbus to confirm statements contained within this application and to review applicable confidential records. As part of this application, the applicant authorizes the City of Columbus to request, directly to the City Division of Income Tax and/or the Ohio Department of Taxation, to release specific tax records to the City of Columbus, should issues of delinquent taxes arise.

I declare under the penalties of falsification (ORC Section 9.66(C)(1) and 2931.13(D)(1)) that this application, including all accompanying documents and statements, has been examined by me, and to the best of my knowledge are true, correct, and complete.

Signature of Owner(s) of property as recorded

Date

Printed Name and Title

Please mail or submit in-person pages 1-3 **originals** of this application to:

Department of Development, Housing Division
Attn: Tracey Davis, Residential Tax Incentive Program
50 W Gay Street, 3rd Floor
Columbus, OH 43215

For further information regarding this program please call Tracey Davis at (614) 645-8530 or by e-mail at tldavis@columbus.gov or visit our web site at: <https://columbus.gov/housingdivision/residentialtaxincentives/>

Please Note:

1. **DO NOT** e-mail Applications.
2. Incomplete Applications **will** be delayed.
2. Applicant agrees to supply additional information upon request.
3. Property **will** be subject to annual exterior inspection during the abatement period.

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Phase Two: Post Construction Certification for Tax Abatement

Instructions:

- a. Please complete section G through L (Pages 5-7) of this application for each Parcel Identification Number.
- b. Processing time may take up to 6 weeks to complete applications. Incomplete applications **will** take longer to process.
- c. You will receive a letter regarding Final Approval or Denial of your application for tax abatement certification.
- d. Phase 2 Applications approved after October 1st should be reflected on the Second-Half Tax Bill.

G. Property Owner or Developer Information:

Parcel Identification Number:

Property Address:

Property Owner's Name:

Street Address:

City, State, and Zip Code:

Phone Number:

E-Mail Address:

H. Neighborhood Investment Districts (NID's) or Community Reinvestment Areas (CRA's):

Your property must be located within one of 13 Columbus NID's or CRA's. (maps and additional information is available on our website: <https://columbus.gov/housingdivision/residentialtaxincentives/>)

- | | |
|--|--|
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| <input type="checkbox"/> Gibbard CRA <i>(Exp. 12/15)</i> | <input type="checkbox"/> North Central NID |
| <input type="checkbox"/> Hilltop: Area D | <input type="checkbox"/> Short North CRA |
| <input type="checkbox"/> Humko CRA | <input type="checkbox"/> Southside NID <i>(formerly Area C: South Side)</i> |
| <input type="checkbox"/> Jeffery Residential CRA | <input type="checkbox"/> Weinland Park: Area F |

I. Occupancy Type: (check one)

☐ New Construction

☐ Renovation

J. Final New Construction: Complete this section and submit the following:

1. Total **actual cost** of New Construction: \$
2. Include with the application documentation to support cost of improvements: (Attach copy)
3. Submit a copy of the executed contract with a licensed contractor who **must** be **registered with the City of Columbus.**
4. Building Permit Number (Attach copy):
5. Issuance Date of Building Permit: / /
6. Completion Date (Attach copy of **Certificate of Occupancy**): / /
7. Proof of ownership, such as HUD-1 or Franklin County Auditor Summary (Attach copy)
8. Photos of exterior front and back

K. Final Renovation: Complete this section and submit the following:

1. Total **actual cost** of Renovations \$
2. Include with the application documentation to support **total** cost of improvements: (Attach copy)

Three acceptable examples are:

- a. Affidavit of draw payments of the construction contract and a description of the work completed.
 - b. Notarized List to include general categories of the work completed, the date the work was completed, **and** each category's expense. A labor cost for your own work can also be included.
 - c. Final Invoice(s) with proof of payment totaling the actual cost of improvement.
 - d. AIA Application and Certificate For Payment Document G702
3. Submit a copy of the executed Construction Agreement/Contract. It must be with a licensed contractor **registered with the City of Columbus.** Property owners operating in the role of Contractor must present a copy of their City of Columbus Licensing & Registration in lieu of Construction Agreement/Contract.
 4. Building Permit Number (Attach copy):
 5. Issuance Date of Building Permit: / /
 6. Completion Date (Attach copy of Certificate of Occupancy): / /
 7. Proof of ownership, such as HUD-1 or Franklin County Auditor Summary (Attach copy)
 8. Photos of exterior front and back

L. Applicant Certification for Phase Two Certification Application:

The applicant certifies that all information in this application and all information furnished in support of this application are true and complete to the best of the applicant's knowledge and belief. Submission of this application expressly authorizes the City of Columbus to confirm statements contained within this application and to review applicable confidential records. As part of this application, the applicant authorizes the City of Columbus to request, directly to the City Division of Income Tax and/or the Ohio Department of Taxation, to release specific tax records to the City of Columbus, should issues of delinquent taxes arise.

I declare under the penalties of falsification (ORC Section 9.66(C)(1) and 2931.13(D)(1)) that this application, including all accompanying documents and statements, has been examined by me, and to the best of my knowledge are true, correct, and complete.

Signature of Owner(s) of property as recorded

Date

Printed Name and Title

Please mail or submit in-person pages 5-7 **originals** of this application to:

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Attn: Tracey Davis, Residential Tax Incentive Program
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