

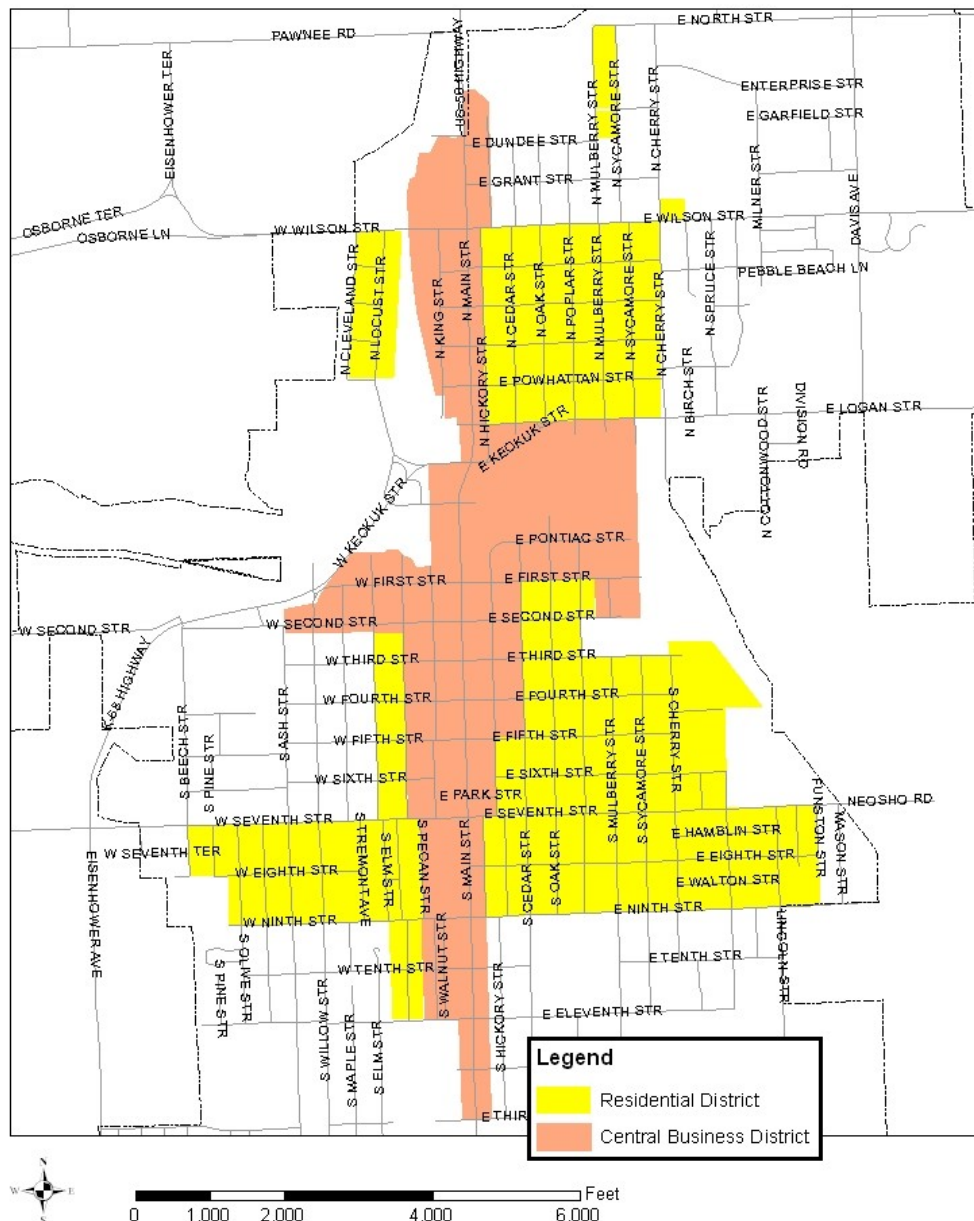
The Neighborhood Revitalization Program Fact Sheet & Application

Authorized by KSA 12-17,114 - 12-17,120, the Neighborhood Revitalization Act (NRA) gave local governments and citizens in Kansas the power to improve their communities. This program promotes revitalization and the increased health, safety, welfare and prosperity in specific areas of the City of Ottawa by stimulating new construction and rehabilitation. By issuing a property tax rebate as an incentive to make improvements to property within certain areas of the city. The city, county and USD-290 taxes rebated are based on the amount your taxes have increased due to the improvements made to either an existing structure or property.

What areas are designated for NRA usage?

Six areas are designated for NRA usage. If you have questions, please contact the City's Community Development Department.

NRA Map



What types of improvements are eligible?

Residential property is eligible if the rehabilitation, addition or new construction increases the new assessed value of by at least 25%. (See Design Goals for New Construction).

Commercial property is eligible if the rehabilitation, addition or new construction increases the new assessed value by either 10 - 19% or 20% or more (there are two different reimbursement rates, as explained later).

What criteria are used to determine if a property is eligible for NRP?

1. The property must be within one of the neighborhood revitalization areas.
2. Construction must have begun after the date the neighborhood was designated as an eligible NRA area.
3. The assessed value of the residential property must be increased by at least 25%.
4. The assessed value of the commercial property must be increased by either 10% to 19% for a 5-year rebate or 20% or more for a 10-year rebate.
5. Improvements must conform to the current City Comprehensive Land Use Plan and Zoning Ordinance.
6. The new, as well as existing, improvements on the property must conform with all other codes, rules, and regulations in effect at the time the building permit is issued.
7. Any owner of property who becomes delinquent in any tax payment and/or special assessment for one (1) year shall not be eligible for any rebate or future rebate.

Who applies for the rebate and how do I apply?

1. The contractor/ owner of a new structure must apply before construction of the new structure begins.
2. The contractor/ owner of the property being renovated must apply before any renovation work begins.
3. The best time to apply for the rebate is to turn in your application when you submit your building permit application.

Does the rebate transfer to new ownership:

1. The tax rebate stays with the land, therefore should the property sell or change hands before the rebate period ends, the new owner would receive the rebate.

What is the process once the application has been submitted?

2. Part 1 of the application must be completely filled out and the entire application is filed with the Administrative Assistant of the City's Community Development Department to commence the review process. A \$25 application fee must be paid at the time the application is submitted.
3. Upon receipt of the application the following steps will be taken:
 - a. City staff will obtain the current appraisal value Franklin County Appraiser's office.
 - b. City staff will obtain from the County Treasurer's office the status of the taxes on the property on whether they have been paid and are current.
 - c. If the taxes are current, the process continues. (If not, a letter is sent to the applicant stating their application will not be forwarded to the review committee.)

4. If the above criteria has been met, the followings steps are taken:
 - a. The application along with a summary sheet is forwarded to the review committee and a meeting is held. The review committee consists of one member from each participating entity (City, County, & School Board). At least 2/3 of the members of the review committee must agree that the application meets the intent of the NRP.
 - b. The application is then forwarded for consideration by the full governing bodies of each participating entity. At least 2/3 of the governing bodies of the participating entities agree that the application meets the intent of the NRP, the application is approved.
 - c. The applicant will be notified that their application has been accepted into the program.
5. Base value of a property for rebate purposes may be established by the Review Committee when the property description or improvement differs significantly from the most recent appraisal. If the improvement period for completion goes past two years, the lowest property appraisal will be assigned as the base value.
6. The owner/contractor shall obtain the building permit and call for all applicable inspections during the construction/remodel work until completed. A final inspection will be done to determine if the work is completed and all work conforms to all other codes, rules and regulations. Once the final inspection is completed a Certificate of Occupancy will be issued.
7. Once the Certificate of Occupancy has been issued, the following steps are taken:
 - a. On or about March 1st of the year following completion the date, City Staff will obtain the new appraised value from the Franklin County Appraiser's office.
 - b. City staff will obtain from the County Treasurer's office the status of the taxes on the property on whether they have been paid and are current.
 - c. If the taxes are current, the process continues. (If not, a letter is sent to the applicant stating they are ineligible for the rebate.)
 - d. If the property value increased the appropriate amount the process continues. (If not, a letter is sent to the applicant stating they are ineligible for the rebate.)
 - e. City Staff will then forward the completed application, summary sheet, and the Certificate of Occupancy to the County Clerk.
 - f. City staff will issue a letter to the owner of the property stating the application for the NRP has met all of criteria needed and they should expect to receive a tax rebate.
 - g. The City will then forward a copy of Part III of the application to the Appraiser, who will verify what the new appraised value is compared to the original appraisal value.
8. Upon payment of the real estate taxes in full by the taxpayer, the rebate in the amount of the tax increase [minus a \$50 administration fee retained by the county] will be made within thirty (30) days after the next distribution date (as specified in KSA 12-1678a and amendments thereto). The tax rebate shall be made by the County Treasurer's Office through the NRP fund established by the taxing units participating in the NRA.

Can my application be removed from the program?

1. An application can be removed from the program if the project has no significant progress within a two-year period from the application date. However, should the project start up again, the owner/contractor can reapply to the program at the same time they reapply for their building permit.

Under what conditions can my rebate be terminated?

1. Failure to build or maintain the property to applicable codes, rules and regulations shall cause the rebate application to be terminated.
2. If the owner/applicant fails to pay property taxes for one (1) year the property will be removed from the NRA program.

How long can I receive a rebate?

The Review Committee will determine the appropriate rebate period and amount for each application during its review of the applications and prior to forwarding it for adoption by each governing body. The periods are:

Central Business District:

Residential -----	Maximum of 5 years
Commercial between 10 & 20% -----	Maximum of 5 years
Commercial 20% and above -----	Maximum of 10 years

Non Central Business District:

Single-Family, Owner Occupied -----	Maximum of 5 years
Single/Multi Family, Rental -----	Maximum of 5 years

What will my rebate be?

Your rebate is based on the amount your taxes have increased due to the improvements to the structure or property. For example: If the taxes on your vacant property for 2009 was \$500 and you built a new single family house and your property taxes for 2010 was \$1,000, you would be eligible for a tax rebate on the \$500 your taxes increased, and the \$500 becomes your base fee for each year forward. So in 2011 your property taxes were \$1,500, minus the base fee of \$500, you would be eligible for a tax rebate on the \$1,000. The percentage of the amount of rebate you would get back is based on the chart below minus the \$50 administration fee the County retains each year.

How much of my property taxes can be returned to me as a rebate?

<u>Central Business District:</u>	<u>Length</u>	<u>Maximum % of rebate of Improvement</u>
Residential	Year 1-5:	100%
Commercial	Year 1-5:	100%
If the increase is 20% or above	Year 6:	50%
	Year 7:	40%
	Year 8:	30%
	Year 9:	20%
	Year 10:	10%
Commercial	Year 1:	100%
If the increase is 10% to 19%	Year 2-3:	75%
	Year 4-5	50%
<u>Non Central Business District:</u>	<u>Length</u>	<u>Maximum % of rebate of Improvement</u>
Single-Family, Owner Occupied	Year 1:	100%
	Year 2-3:	75%
	Year 4-5:	50%
Single-Family, Rental	Year 1:	100%
	Year 2-3:	50%
	Year 4-5:	25%

Multi-Family, Rental	Year 1:	100%
	Year 2-3:	50%
	Year 4-5:	25%

What is not eligible for rebate?

Any late fees, fines, or surcharges on your property tax bill are not eligible for rebate.

Who should I contact if I have a question?

The Administrative Assistant for the City of Ottawa’s Community Development Department is the main contact for applications and information about the NRP program. Please call or come in during normal business hours Monday through Friday, 8 a.m. to Noon and 1 p.m. to 5 p.m.

City of Ottawa – Community Development Department
101 S. Hickory
Ottawa, Kansas 66067
(785) 229-3620
www.ottawaks.gov

Design Goals for New Homes in the NRP area

Below is a list of design features to keep in mind when planning on building a new structure in a NRP area. To get the highest rebate by demonstrating consistency in your project with the look of the neighborhood and with a majority of those features listed below.

1. Exterior siding.
2. Door and porch orientation.

Preferred



Other



3. Pitch of roof and roofing materials.



Asphalt Shingles



Shake Shingles



Metal



4. Window shape, pattern, scale & proportion.

Preferred



Other



5. Height.



6. Setback.
7. Attached or detached garage.
8. Efficiency Energy (90+).
9. Public sidewalk improvements.

Below is the chart showing the rebate percentages:

<u>Central Business District:</u>		5 out of 9 Goals Met Residential <u>Maximum % of rebate of Improvement</u>	4 or less Goals Met Residential <u>Maximum % of rebate of Improvement</u>
	<u>Length</u>		
Residential	Year 1-5:	100%	75%
Commercial	Year 1-5:	100%	
If the increase is 20% or above	Year 6:	50%	
	Year 7:	40%	
	Year 8:	30%	
	Year 9:	20%	
	Year 10:	10%	
Commercial	Year 1:	100%	
If the increase is 10% to 19%	Year 2-3:	75%	
	Year 4-5:	50%	
<u>Non Central Business District:</u>		5 out of 9 Goals Met Residential <u>Maximum % of rebate of Improvement</u>	4 or less Goals Met Residential <u>Maximum % of rebate of Improvement</u>
	<u>Length</u>		
Single-Family, Owner Occupied	Year 1:	100%	75%
	Year 2-3:	75%	50%
	Year 4-5:	50%	25%
Single-Family, Rental	Year 1:	100%	75%
	Year 2-3:	50%	25%
	Year 4-5:	25%	10%
Multi-Family, Rental	Year 1:	100%	75%
	Year 2-3:	50%	25%
	Year 4-5:	25%	10%

PART 1
APPLICATION FOR TAX REBATE UNDER THE CITY OF OTTAWA
NEIGHBORHOOD REVITALIZATION PLAN

Owner's Name _____ Day Phone No. _____

Owner's Mailing Address _____
Street City State Zip

E-Mail Address _____
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Address of Property _____ Zoning District _____

Parcel Identification Number _____ Tax ID # _____
(Take from your tax statement or call the County Clerk's Office)

Legal Description of Property _____

(Use additional sheets if necessary)

Type of Structure – Single-Family [] Multi-Family [] Duplex [] Commercial []

Type of Usage – Homeowner [] Rental [] Selling [] Commercial []

Type of Improvements – All New [] Remodel – Exterior [] Interior []

List of Buildings Proposed to be Demolished _____

Description of work to be done: _____

A \$25 FEE TO BE PAID AT TIME OF APPLICATION FOR CITY EXPENSES.

PART II
COMMENCEMENT OF CONSTRUCTION

Estimated Cost of Improvements \$ _____

Construction Estimated to Begin On: _____

Estimated Date of Completion of Construction: _____

By _____ Date _____
(Applicant's Signature)

A \$50 FEE WILL BE RETAINED FROM REBATE FOR COUNTY EXPENSES.

PART III

FOR COUNTY APPRAISER USE ONLY

As of _____ the certified appraised valuation is:

Land	\$
Improvements	\$
TOTAL	\$

Percent (%) to be met: _____

Dollar Amount that must be met _____

By _____ Date _____

Franklin County Appraiser Office

=====

FOR COUNTY TREASURER'S OFFICE ONLY

As of _____ taxes on this parcel are ☐ / are not ☐ current.

By _____ Date _____

Franklin County Treasurer's Office

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REVIEW COMMITTEE APPROVAL

Date _____ City _____

County _____ U.S.D. 290 _____

=====

GOVERNING BODY APPROVAL

Date of City Approval: _____. City approval form attached.

Date of County Approval: _____. County approval form attached.

Date of U.S.D. 290 Approval: _____. U.S.D. 290 approval form attached.

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FOR COUNTY APPRAISER USE ONLY

As of _____ the certified appraised valuation is:

Land	\$
Improvements	\$
TOTAL	\$

Improvements:

- ☐ Meets the 25% increase in assessed valuation for residential property.
- ☐ Meets the 20% increase in assessed valuation for commercial or industrial property.
- ☐ Meets the 10% to 15% increase in assessed valuation for commercial or industrial property.
- ☐ DOES not meet the percentage increase needed.

By _____ Date _____

Franklin County Appraiser's Office

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FOR COUNTY TREASURER'S OFFICE ONLY

As of _____, taxes on this parcel **are** ☐ / **are not** ☐ current.

By _____ Date _____

Franklin County Treasurer's Office