

NEIGHBORHOOD REVITALIZATION APPLICATION PROCEDURE

NOTE: No applicant having delinquent taxes (real, personal or special assessment) due in Clark County will be eligible for this program. In the event any such taxes become delinquent during the ten (10) year period, all current and future tax rebates shall be forfeited in full.

1. Meet with and obtain an application from the County Appraiser's Office.
2. Prior to the commencement of construction on any improvement or new construction for which a tax rebate will be requested, the applicant-owner will complete Parts 1 and 2 of the application. **Requests must be received and approved before commencement of construction. There will be no exceptions.**
3. Parts 1 and 2 of the application must be filed with the County Appraiser's Office, with a non-refundable \$100 application fee prior to the commencement of construction.
4. The County Appraiser's Office will return a copy of Parts 1 and 2 to the applicant within fifteen (15) working days, indicating approval or denial of the project.
5. The County Appraiser's Office will forward a copy of Parts 1 and 2 to the County Clerk for notification and information purposes.
6. The applicant-owner will notify the County Appraiser of the commencement of construction by filing Part 3 of the application, no later than ten (10) days after the project is commenced.
7. For any improvement that is only partially completed as of January 1st, following the commencement of construction:
 - a. The owner-applicant will file Part 4 of the application with the County Appraiser indicating the status of construction on January 1st. Part 4 will be filed on or before December 1st, preceding the commencement of the tax rebate period.
8. For any improvement that is completed on or before January 1st, following the commencement of construction:
 - a. The owner-applicant will file Part 4 of the application with the County Appraiser on or before December 1st, preceding the commencement of the tax rebate period, certifying the completion of construction.
9. Soon after January 1st, the County Appraiser will conduct an on-site inspection of the construction project (improvement, rehabilitation, or new) and determine the new valuation of the real estate accordingly. The valuation is then reported to the County Clerk by June 15th. The tax records will be revised.
10. Upon completion of the project and final filing of Part 4, and the determination of the new valuation of said real estate, the form will be filed with the County Clerk and the County Appraiser certifying the project is in compliance with the eligibility requirements for a tax rebate. The owner-applicant will be notified immediately.
11. Upon payment in full of the real estate tax for the subject property for the initial and each succeeding year period extending through the specified rebate period, and within a thirty (30) day period following the date of full payment by the taxpayer, the tax rebate will be made by the County Treasurer of Clark County

through the Neighborhood Revitalization Fund established in conjunction with the other taxing units participating in a Contractual Agreement.

**COUNTY OF CLARK
NEIGHBORHOOD REVITALIZATION PLAN**

Part 1: Application for tax rebate

A non-refundable \$100 application fee must accompany this application.

Owner's Name _____ Daytime Phone _____
Please Print

Owner's Mailing Address _____

Address of Property _____

Parcel identification number _____
Copy from you tax statement of call the County Appraiser's office

Legal description of property _____

Proposed property use

Residential New or Rehab Rental or Owner-occupied
 Residence Other *Explain* _____
 Single Family Multi-family *Number of units* _____

Agricultural New Rehab Rental Owner-occupied

Commercial New Rehab Rental Owner-occupied

Does the applicant own the land? Yes No

Will the proposed project be on a foundation? Yes No

Will it be permanently attached to the property? Yes No

How will the proposed project be taxed? Real Estate Personal property

I have read and do hereby agree to follow all application procedures and criteria. I further understand that this application will be void two years from the date below, if improvements or construction are not complete. Therefore, my participation in the Neighborhood Revitalization Program will be terminated. I further agree to complete the applicable portions of the questionnaire attached to this application.

Signature of owner

Date

Tax status Current Delinquent

Signature of Clark County Treasurer personnel

Date

Date application and fee received _____

Approved Not approved

Signature of Clark County Appraiser

Date

**COUNTY OF CLARK
NEIGHBORHOOD REVITALIZATION PLAN**

Part 2: Residential

*Any and all financial information reported on this form will be considered confidential
and will not be subject to public disclosure as provided in K.S.A. 45-221 (b)*

General

Estimated date of completion _____

List of buildings proposed to be demolished _____

Estimated cost of improvements: *Please attach copies of cost documentation and blueprints or plans*

Materials \$ _____ Labor \$ _____ Total Cost \$ _____
Must be over \$10,000 to qualify for rebate

Property Construction: *Please check one of the following that best describes the construction of your property.*

- | | |
|---|---|
| <input type="checkbox"/> All contractor-built | <input type="checkbox"/> Pre-built home moved on site |
| <input type="checkbox"/> All owner-built | <input type="checkbox"/> Modular home on poured concrete foundation |
| <input type="checkbox"/> Contractor-built with owner participation* | <input type="checkbox"/> Other |

*Owner participation: *Please rate amount of owner participation in one category*

Hours _____ % of project _____ Value \$ _____

New Residential

Story height _____ Basement size _____ No. of bedrooms _____

No. of bathrooms _____ Heating/cooling _____

Square feet of unfinished area _____

Square feet of finished living area: *Divide into the categories below.*

Basement _____ Ground floor _____ Upper floor _____

Garage size _____ Attached Detached

Residential Remodel

Square feet of living area to be added _____

Rooms to be added. *Please mark all that apply.*

- | | | | |
|--------------------------------------|--------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Living Room | <input type="checkbox"/> Ground Floor | <input type="checkbox"/> Upper Floor |
| <input type="checkbox"/> Dining Room | <input type="checkbox"/> Bedroom | <input type="checkbox"/> Bathroom | <input type="checkbox"/> Basement |
| <input type="checkbox"/> Other _____ | | | |

Signature of owner _____

Date _____

**COUNTY OF CLARK
NEIGHBORHOOD REVITALIZATION PLAN**

Part 2: Agricultural or commercial

Any and all financial information reported on this form will be considered confidential and will not be subject to public disclosure as provided in K.S.A. 45-221 (b)

General

Estimated date of completion _____

List of buildings proposed to be demolished _____

Estimated cost of improvements: *Please attach copies of cost documentation*

Materials \$ _____ Labor \$ _____ Total cost \$ _____
Must be over \$10,000 to qualify for rebate

Property construction *Please check on of the following that best describes the construction of your property*

- All contractor-built Pre-built building moved on site
- All owner-built Modular building
- Contractor-built with owner participation* Other

* Owner participation: *Please rate amount of owner participation in one category*

Hours _____ % of project _____ Value \$ _____

New Agricultural

Type of building _____ Use of building _____

Building dimensions _____ Exterior wall material _____

Location of building _____

New Commercial

Type of building _____ Use of building _____

Building dimensions _____ Wall height _____ Exterior wall material _____

Agricultural or commercial remodel

Square footage of are to be added _____

Type & use of building _____

Describe improvements _____

Signature of owner

Date

**COUNTY OF CLARK
NEIGHBORHOOD REVITALIZATION PLAN**

Part 3: Commencement of construction

**FILE WITH COUNTY APPRAISER NO LATER THAN 10 DAYS AFTER THE
PROJECT IS COMMENCED.**

Owner's Name _____ Daytime Phone _____

Please Print

Owner's Mailing Address _____

Address of Property _____

Parcel identification number _____

Copy from your tax statement or call the County Appraiser's office

Date of original application _____ Building permit no. _____

If applicable

Date construction estimated to begin _____

Date of estimated completion of construction _____

Signature of Owner

Date

Date NRP Part 3 received _____

**COUNTY OF CLARK
NEIGHBORHOOD REVITALIZATION PLAN**

Part 4: Status of construction completion

Owner's Name _____ Daytime Phone _____

Please Print

Owner's Mailing Address _____

Address of Property _____

Parcel identification number _____

Copy from your tax statement or call the County Appraiser's office

Date of original application _____ Building permit no. _____

If applicable

Date construction began _____

Please complete the applicable statement below

As of _____ following commencement, the construction project
applied for was _____% complete.

The construction project applied for was considered complete on: _____
Date

Signature of owner

Date

Date NRP Part 4 Received _____

Signature of Clark County Appraiser