

OSAWATOMIE NRA APPLICATION

STEPS TO FOLLOW WHEN COMPLETING APPLICATION

1. COMPLETE PART I

RETURN WITH: \$150.00 CHECK
MADE PAYABLE TO MIAMI COUNTY APPRAISER

COPY OF BUILDING PERMIT APPLICATION

COPY OF PLANS (NEW BUILDING PLANS OR
BEFORE AND AFTER SKETCH WITH MEASUREMENTS AND
ROOMS LABELED)

2. KEEP PART III

IF CONSTRUCTION **IS NOT** COMPLETE BY 1/1/____, COMPLETE PART III (a)
RETURN TO MIAMI COUNTY APPRAISER'S OFFICE

IF CONSTRUCTION **IS** COMPLETED BY 12/31/____, COMPLETE PART III (b)
RETURN TO MIAMI COUNTY APPRAISER'S OFFICE

**WHEN CONSTRUCTION IS COMPLETED, YOU HAVE 15 WORKING DAYS TO
FILE PART III (b) WITH THE COUNTY APPRAISER. FAILURE TO REPORT
COMPLETION OF THE CONSTRUCTION WITHIN THE 15 DAYS SHALL
ELIMINATE THE PROJECT FROM INCLUSION IN THE PLAN.
(#7 (b) (viii) – page 6)**

3. COMPLETE APPLICATION FOR REBATE (Applicant's Name, Address, Sign and
Date)
RETURN WITH PART 1 OF APPLICATION AND CERTIFICATE OF OCCUPANCY
ISSUED BY THE CITY

A SCHEDULED APPOINTMENT ON THE FRIDAY FOLLOWING THE RECEIVED
COMPLETE APPLICATION, A FIELD APPRAISER WILL VIEW AND TAKE PHOTOS OF
THE PROPERTY. ANY CONSTRUCTION STARTED BEFORE OUR INITIAL REVIEW
WILL NOT BE INCLUDED IN THE TOTAL NRA VALUE.

Neighborhood Revitalization Program Completion Form

City of Osawatomie

The primary intent of the Neighborhood Revitalization Plan is to provide the community with a long-term increase and stabilization in their property tax base by encouraging rehabilitation or new construction which might not otherwise occur. Qualified parcels will be entitled to rebates in decreasing percentage amounts for a period of five (5) years provided the parcel continuously maintains qualification.

The criteria to be used by the Governing Body to determine what specific real property is eligible for Revitalization and for Property Tax Increment Rebates is as follows:

- Must have a minimum increase of \$15,000 in the County Appraiser's appraised value resulting from a qualified construction and improvement.
- All new construction and all improvements to existing property must comply with all zoning and building codes, rules and regulations in effect at the time of improvements are made.
- To maintain its eligibility, such Parcel must continue to remain in compliance with all zoning and building codes, rules and regulations during the entire period of time the parcel remains eligible for the rebate.
- Any parcel that is delinquent in the payment of any ad valorem property tax assessment or special assessment shall not be eligible for any rebate for that year. If taxes remains unpaid at the close of last working day in October for that tax year, the parcel will be removed from eligibility entirely.
- Eligibility for rebates are subject to the adoption and approval of a plan by each taxing district.
- In the event of a transfer of ownership of a parcel during the eligible rebate period, such parcel and the new owner thereof shall remain eligible to apply for the rebate during the remainder of the time for which such parcel remains eligible.
- Rebates shall be payable only after application is made and approved. Rebates approved for payment shall be made within 30 days of the June 5th distribution.

This section should be checked off by the Applicant

In completing an Application to Qualify and to Participate, the following must occur:

Applicant

_____ Construction of an improvement must have begun on or after January 1, 2009, the effective date of this plan.

_____ Construction must be completed and reported to the County Appraiser no later than the second January 1st following the date on which the County Appraiser conditionally approved the application. Otherwise the application will become null and void and the improvements, if any, will not be eligible in the plan and rebate program.

_____ Secure a building permit prior to filing application and provide a copy of the completed and approved application of the building permit to the County Appraiser.

_____ Prior to commencement of construction, complete all parts of Part I of the application, sign and date the application, and file all copies in the County Appraiser's Office along with a copy of the floor plan with measurements.

_____ When filing the application with the County Appraiser's Office, the applicant shall pay to the County Appraiser a non-refundable application fee of \$150.00.

Neighborhood Revitalization Plan Completion Form

City of Osawatomie

_____ Any construction and improvement which is only partially completed as of the January 1st immediately following the County Appraiser's conditional approval under Part II of the application, the owner shall report such fact in person to the County Appraiser and shall complete Part III(a) of the application. The report must be completed fifteen (15) working days following January 1st.

_____ Within fifteen (15) working days after any construction and improvement is completed, the Owner shall report such fact in person to the County Appraiser and shall complete Part III(b) of the application and file with the County Appraiser along with a copy of the Certificate of Occupancy obtained from the City of Osawatomie.

This section should be checked off by the County Departments

_____ County Appraiser receives application (Part I completed), application fee, building permit application, and floor plan.

_____ Within fifteen (15) working days following filing of the application, the County Appraiser will take action on the application and will complete Part II.

_____ Immediately following completion of Part II, the County Appraiser shall deliver a true and correct copy of completed Parts I & II of the application to the County Clerk.

_____ The County Appraiser shall deliver a copy thereof to the Owner by personal delivery or via U.S. Mail, first class, postage paid after Parts I & II of the application are completed and file in the Office of the County Clerk.

_____ The County Appraiser shall view, value & appraise such partially completed construction and improvement as of the January 1st immediately following the County Appraiser's conditional approval under Part II of the application.

_____ Part III(a) completed and returned to Office of the County Appraiser within fifteen (15) working days following January 1st.

_____ Part III(b) completed and returned to Office of the County Appraiser within fifteen (15) working days after any construction and improvement is completed along with a copy of the Certificate of Occupancy from the City of Osawatomie.

_____ The County Appraiser shall conduct an on-site inspection of the construction and improvement completed on the parcel of real estate described in the application within fifteen (15) working days after the Owner shall have completed Part III(b) of the application.

_____ The County Appraiser shall determine the increase in the appraised value of the parcel of real estate described in the Application which is described in Part I, II, & III of the application, following which, the County Appraiser shall complete Part IV of the application.

_____ The County Appraiser shall deliver a true and correct copy of the fully completed application (Parts I, II, III, & IV) to the County Clerk within ten (10) working days and certifying that the application and the construction and improvements are now qualified to participate in the rebate program.

_____ The County Appraiser shall also deliver a true and correct copy of the fully completed, fully approved application to the Owner by personal delivery or via U.S. Mail.

_____ If the Owner is aggrieved by an act, action, or omission by the County Appraiser pursuant to Part II and/or Part IV of the application, the Owner, if possible, shall complete such remedial action as necessary to secure the required approval of the County Appraiser, if not the Owner may appeal the County Appraiser's decision to the Board and thence to the District Court.

PART III

OWNER'S REPORT(S) OF STATUS OF CONSTRUCTION

(a) To be used only if construction not completed on the January 1st first following date of County Appraiser's Approval under Part II)

Construction and Improvement was not completed on the January 1st next following date of County Appraiser's Approval under Part II.
Estimated completion date is _____.

Owner's Signature

Date

(b) (To be used only when construction is completed)

All Construction and Improvement described in Application was completed on _____
The property tax increment in completing such construction was in the total amount of \$ _____
Which meets the \$10,000 minimum increase in appraised value directly attributable to the improvement.

Owner's Signature

Date

PART IV

COUNTY APPRAISER'S FINAL ACTION ON APPLICATION

Based upon the Owner's report under Part III (b) above and on an on-site inspection by the undersigned County Appraiser and/or a Deputy County Appraiser of the parcel of real estate described in the Application the County Appraiser FINDS and ORDERS the following final action on the Application:

(a) The Application is finally approved and it is determined that the construction and improvement completed pursuant to the Application and the increase in the appraised value of the parcel of real estate described in the Application which is directly attributable to such Construction and Improvement in the amount of \$ _____.

or

(b) The Application is finally rejected and denied for the following reasons: _____

County Appraiser's Signature

Date

TAX YEAR _____
 Tax Year under NRP _____

APPLICATION FOR REBATE - NEIGHBORHOOD REVITALIZATION PLAN

PARCEL NO. _____ TAX DISTRICT NO: _____
 map sec sh qtr bk parcel owner

APPLICANT'S NAME: _____ MAILING ADDRESS: _____

APPLICANT'S VERIFICATION: Under penalty of perjury I state that I am in compliance with Sections 7 and 9 of the Revitalization Plan and that I am the only person entitled to the Rebate or, if not, that I will pay all other owners their prorata share thereof.

 Applicant's Signature Date

APPRAISER'S DATA

CURRENT APPRAISED VALUE				VALUATION SUBJECT TO REBATE			
Taxing Unit _____				Taxing Unit _____			
Land Use _____				Land Use _____			
cls	land	imp	tot-appr	cls	land	imp	tot-appr
(1)	_____	_____	_____	_____	_____	_____	_____
(2)	_____	_____	_____	_____	_____	_____	_____
(3)	_____	_____	_____	_____	_____	_____	_____

Approved _____
 Date _____ HTM? _____

CLERK'S SECTION

ASSESSED VALUATION				ASSESSED VALUATION SUBJECT TO REBATE			
cls	land	imp	tot-appr	cls	land	imp	tot-appr
(1)	_____	_____	_____	_____	_____	_____	_____
(2)	_____	_____	_____	_____	_____	_____	_____
(3)	_____	_____	_____	_____	_____	_____	_____

Audited and Approved _____
 County Clerk Date

TREASURER'S SECTION

TAX STATEMENT NO.: _____
 NOT PAID () 1ST HALF ONLY PAID \$ _____ PAID IN FULL \$ _____

COUNTY TREASURER'S APPORTIONMENT OF REBATE

Name of Fund	Levy	Amount	Name of Fund	Levy	Amount
County					
School					
City					
			TOTAL TO REBATE		

INCREMENT TAX DOLLARS \$ _____ MINUS 5% COUNTY FEE \$ _____ AND MINUS \$ _____ (_____ %)

DISTRIBUTABLE TO TAXING DISTRICTS = _____ % REBATE TO APPLICANT = \$ _____

 County Treasurer Date

ORDER FOR REBATE FROM NEIGHBORHOOD REVITALIZATION FUND

Paola, Kansas _____, 20____

TO: TREASURER OF MIAMI COUNTY, KANSAS:

You are to Rebate the taxes of _____ in the amount of \$ _____
 (Name)

on account of the Neighborhood Revitalization Plan for tax year _____ on property located in said County and described as set forth in the above Parcel number and apportion the same to various funds as shown above.

 County Clerk

 Chairman, Board of County Commissioners