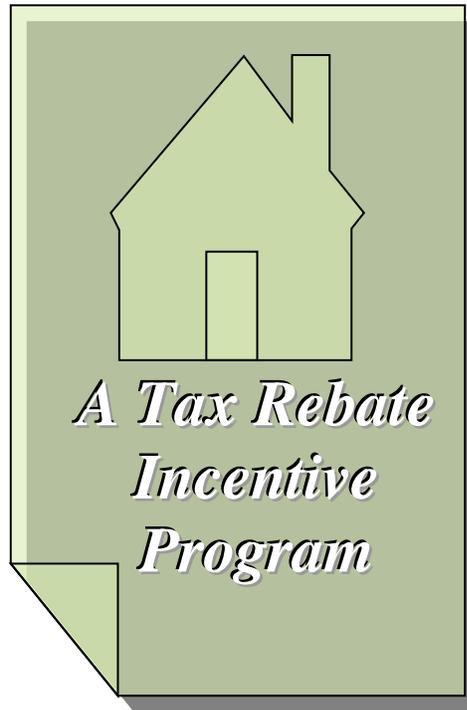


# Neighborhood Revitalization Program APPLICATION



**2019-2020**

At this time tax rebates are offered by  
The City of Chanute;  
USD 413 and Neosho County Community College,  
and Neosho County.

## Frequently Asked Questions

- 1. What is a “tax rebate”?** It is a refund of the property taxes, which are paid on the actual value added to a property due to the improvement. Under the Neighborhood Revitalization Plan legislation, the taxes relating to the appraised value on the property prior to the improvement may not be reduced and will continue to be payable.
- 2. Will the schedule of tax rebates as determined by the increase in appraised value in the first year ever change?** Yes. The rebate paid in any given year (1-10) will be based on the lesser of the increase in value from the first year or the value in the current year.

### Criteria for Determining Eligibility

1. There will be a two (2) year application period ending December 31, 2020. Those approved during the two-year period will continue to receive the tax rebate for the full ten (10) years following completion of the project based on continuing compliance with the terms of the Neighborhood Revitalization Act.
2. The improvement on the property must reflect a **\$7,500** increase in the appraised value for residential and commercial property, to apply and receive a tax rebate.
3. New, as well as the existing improvement, must conform to all codes, rules, and regulations in effect at the time the improvements are made. Tax rebates may be terminated if improvements or new construction do not conform to code during the ten-year period. (Code applicable at time of improvement.)
4. Qualified improvements or new construction eligible for tax rebates under the Neighborhood Revitalization Plan may submit only one application per parcel.
5. In any given year (1 through 10), the rebate paid will be based upon the lesser of the increase in appraised value from the first year or the value as appraised in the current year.
6. Construction must be completed in **one** year from the date the application is approved.
7. The City Commission has the authority to grant extensions up to 2 years for commercial properties and 1 year for residential properties if conditions warrant.

## Application Process

Prior to filing the Application for Tax Rebate, you will need to do the following:

1. Obtain an application from the City Clerk's office or the Chanute Regional Development Authority office.
2. Prior to the commencement of construction of any improvement or new construction for which a tax rebate will be requested, the property owner will complete part I of the application. **Requests must be received and approved before commencement of construction. There will be no exceptions.**
3. Part I of the application must be filed with the City Clerk's office with a nonrefundable \$25 application fee prior to the commencement of construction.
4. The City Clerk's office will forward a copy of Part I to the County Appraiser's office for notification and information purposes only.
5. The city commission will approve or deny the application.
6. The City Clerk's office will notify by letter to the applicant within fifteen (15) working days, indicating approval or denial of the project.
7. **Before any construction or remodeling can begin, the owner will notify the County Appraiser of their intentions. The county appraiser will then take photographs of the project. The owner cannot start the project until after they have obtained pictures. The project must be completed within one year from the date the application is approved.**
8. **The owner will file Part II of the application with the County Appraiser for any improvement that is completed, certifying the completion of construction, along with an itemized statement of costs. This is required to be eligible for participation in the Neighborhood Revitalization Program.**
9. Soon after, the County Appraiser will conduct an on-site **interior and exterior** inspection of the construction project (improvement, rehabilitation, or new construction). **They will take measurements and photographs.** The tax records will be revised according to statutory deadlines.
10. Upon filing of Part II, and the determination of the new valuation of the said real estate, the form will be filed with the County Appraiser certifying the project is in compliance with the requirements for a tax rebate.
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 tax distribution by Neosho County to other taxing units, a tax rebate of the eligible amount will be made to the owner.
12. Any property owner that is delinquent or paid with insufficient funds is not eligible for a rebate and shall forfeit continuation in the program unless the taxes are paid through an escrow account that is not controlled by the property owner. 1<sup>st</sup> half

payment accepted on or before Dec. 20<sup>th</sup>. After that date taxes will be considered delinquent unless paid through an escrow account.

- 13.** The County Treasurer will make the tax rebate through the Neighborhood Revitalization Fund. **Only the portion of the tax for taxing entities participating in the program at the time of approval is subject to rebate.**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Owner

**\*\* By signing, owner agrees that they have read the application process above. \*\***

**APPLICATION FOR TAX REBATE UNDER THE CITY OF CHANUTE  
NEIGHBORHOOD REVITALIZATION PLAN  
PART I  
(Please Print)**

Owner's Name: \_\_\_\_\_  
Day Phone Number: \_\_\_\_\_  
Owner's Mailing Address: \_\_\_\_\_  
Property Address: \_\_\_\_\_

School District Number \_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_  
(Take from your tax statement or call the County Appraisers Office)

Legal Description of Property: \_\_\_\_\_

\_\_\_\_\_  
(Attach additional documents if necessary)

Property Use:  
(Check One)  Residential       Commercial       Industrial       Ag  
(Check One)  New Building       Remodel       Addition  
(Check One)  Rental       Owner-occupied

List Improvements and Associated Costs: (Attach drawings, and dimensions, and/or estimates) **Be specific. Items not included will be taxed at full rate:**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

(Use additional sheets if necessary)

Construction to begin on: \_\_\_\_\_

Estimated Date of Completion of Addition, Construction or Renovation:  
\_\_\_\_\_

Estimated Cost of Improvements: Materials \$ \_\_\_\_\_ Labor \$ \_\_\_\_\_  
(Provide documentation of estimates to support responses)

I have read and do hereby agree to the following application procedures and criteria.

I understand this application will void one year from the date **the application is approved** unless the construction is finished before then.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Owner

\* A non-refundable \$25 application fee must accompany this original application to the Chanute City Clerk.

COUNTY APPRAISER'S STATEMENT As of \_\_\_\_\_, 201\_ the appraised valuation of this property is:

Land: \_\_\_\_\_  
Improvements: \_\_\_\_\_  
Totals: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Neosho County Appraisers Office)

COUNTY TREASURER'S STATEMENT As of \_\_\_\_\_, 201\_ the taxes on this parcel are current? \_\_\_\_\_  
Are not current? \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Neosho County Treasurers Office)

**APPLICATION FOR TAX REBATE UNDER THE CITY OF CHANUTE  
NEIGHBORHOOD REVITALIZATION PLAN  
PART II  
(Please Print)**

CONSTRUCTION COMPLETION

Parcel ID No.: \_\_\_\_\_

Address: \_\_\_\_\_

Town/Zip Code: \_\_\_\_\_

By my signature I certify the project applied for under the Neighborhood Revitalization Plan is complete, and any and all required building inspections have been completed and a certificate of occupancy has been received.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant's Signature)

**Applicant is required to attach a copy of the Certificate of Occupancy if one is required for the structure.**

**Applicant is required to attach receipts.**

**File original of Part II with the Neosho County Appraiser.**