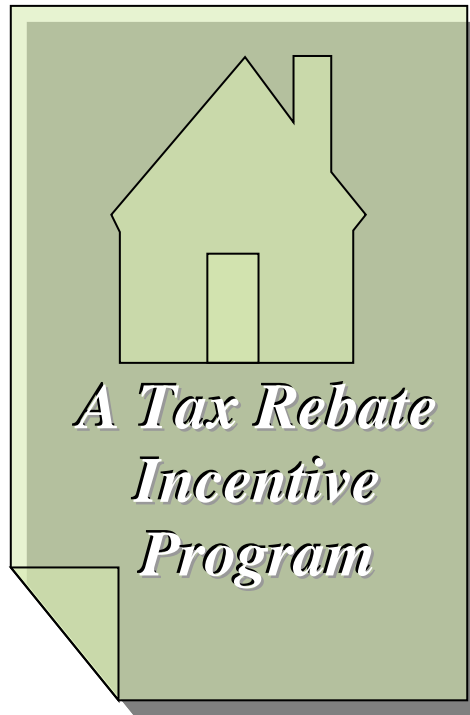


Neighborhood Revitalization Program APPLICATION



01/01/2023-12/31/2024

At this time tax rebates are offered by
The City of Chanute;
USD 413, 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, 2024. 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 Plan/Act.
2. There **must be a minimum investment** of \$7,500 and must also reflect a \$7,500 increase in 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, unless an extension has been filed/approved prior to the deadline.
 - By statute, The County Appraiser’s Office must value all structures by January 1st of each year, placing a % complete on those structures not yet finished.
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. The extension application must be requested through the Chanute Regional Development Authority’s office before the deadline has passed. The request for extension will be presented to the Chanute City Commission for approval/denial and notification of the decision will be made to both the applicant and the Neosho County Appraiser’s office by mail, email, or phone.

Application Process

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

1. Obtain an application from the Chanute Regional Development Authority's office or the Chanute City Clerk's office. Applications are also available online.
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. ***Applications must be received and approved by the Chanute City Commission and photos taken by the Appraisal Field Staff before construction or remodeling begins. 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 application going before the Chanute City Commission.
4. The City Clerk's office will forward Part I of the application to the Chanute Regional Development Authority office for completion. Once application statements are complete the application will be returned to the City Clerk's office and placed before the Chanute City Commission at their next regular scheduled meeting.
5. The Chanute City Commission will approve or deny the application.
6. The City Clerk's office will notify by letter to the applicant indicating approval or denial of the project.
7. ***After NRP approval is made and before any construction or remodeling can begin:***
 - the owner will notify the City Community Services office of their intentions and obtain required permits; and
 - the owner will notify the County Appraiser of their intentions. The County Appraiser field staff 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 applicant will file Part II of the application (by or before their deadline) 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. All photographs and measurements **MUST** be taken by the Appraiser's Office Field Staff.
10. Upon payment in full of the real estate tax for the subject property for the initial and each succeeding tax year extending through the specified rebate period, and within a thirty (30) day period following the date of tax distribution by Neosho County

Treasurer to other taxing units, a tax rebate of the eligible amount will be made to the owner.

11. Any property owner that is delinquent or paid with insufficient funds is no longer 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
12. 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 and the Neighborhood Revitalization Plan Adopting Ordinance No. S-556. ****

**APPLICATION FOR TAX REBATE UNDER THE CITY OF CHANUTE
NEIGHBORHOOD REVITALIZATION PLAN**

**PART I
(Please Print)**

Owner's Name: _____

Day Phone Number: _____

Email Address: _____

Owner's Mailing Address: _____

Property Address: _____

School District Number _____

Parcel Identification Number: _____

(Take from your tax statement or call the County Appraisers Office)

(OR)

Legal Description of Property: _____

(Attach additional documents if necessary.)

Property Class:

(Check One) Residential Commercial Industrial Ag

(Check One) New Building Remodel Addition

(Check One) Rental (#units) Owner-occupied

(Check One) Infill Lot Not an Infill Lot

List Improvements and Associated Costs: (Attach drawings, and dimensions, and/or estimates.) **Be specific. Items not included will NOT be eligible for rebate:**

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

(Use additional sheets if necessary)

Estimated Cost of Improvements: Materials \$ _____ Labor \$ _____

(Provide documentation of estimates to support responses)

Estimated Date for Construction to begin: _____

(No construction to begin prior to Chanute City Commission approval and
County Appraiser Field Staff photos taken.)

Estimated Date of Completion: _____

I understand this application will void one year from the date the application is approved unless the construction is finished before then, or an extension has been properly applied for. I have read and do hereby agree to the application procedures and criteria.

By: _____ Date: _____
Signature of Owner

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

-----*Below This Line For City Use only*-----

CHANUTE COMMUNITY SERVICES STATEMENT:

- Property Address within City limits
- Permits will be required.

By: _____ Date: _____
(Chanute Community Service Office)

-----*Below This Line For Chanute Regional Development Authority Use only*-----

CRDA STATEMENT As of _____, 20_____

- CONSTRUCTION HAS STARTED (voids application)
- CONSTRUCTION HAS NOT STARTED

By: _____ Date: _____
(Chanute Regional Development Office)

-----*Below This Line For County Use only*-----

COUNTY APPRAISER'S STATEMENT As of _____, 20_____
the appraised valuation of this property is:

Land: _____
Improvements: _____
Totals: _____

By: _____ Date: _____
(Neosho County Appraisers Office)

COUNTY TREASURER'S STATEMENT As of _____, 20_____
the taxes on this parcel are current? _____ Are not current? _____

By: _____ Date: _____
(Neosho County Treasurers Office)

**APPLICATION DETERMINATION UNDER THE CITY OF CHANUTE
NEIGHBORHOOD REVITALIZATION PLAN
BY THE CHANUTE CITY COMMISSION**

Parcel Identification Number _____

Property address: _____

Approximate Total Improvements and Associated Costs: _____

With the information provided in your application, the Chanute City Commission has made the following determination in regards to your NRP request:

The Neighborhood Revitalization Plan application is approved according to stipulations within the plan.

The Neighborhood Revitalization Plan application has been denied at this time. A document accompanying this determination will explain the reasons for our decision.

Date of Meeting and Determination _____

Jacob LaRue, Mayor

ATTEST:

Tina L. Bailey, City Clerk

**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 or itemized statement of costs.

File original of Part II with the Neosho County Appraiser.