

Application # _____

COMMUNITY REINVESTMENT APPLICATION

CITY OF FINDLAY ZONING OFFICE
304 MUNICIPAL BUILDING, FINDLAY, OHIO 45840

- 1. _____
Address of Subject Property
- 2. _____
Parcel Number
- 3. _____
Name of Enterprise (if not a dwelling)
- 4. _____ Telephone _____
Name of Property Owner (address if different from above)
- 5. _____ Email _____
Property Owner Address
- 6. Does the applicant have any outstanding real estate tax delinquencies? Yes _____ No _____
- 7. Exemption sought for: Residential _____ Remodeling _____
Commercial _____ New Construction _____
- 8. Interior only – cost \$ _____
Exterior only – cost \$ _____
Total Cost \$ _____
- 9. Date original structure built _____
Date project started _____ Date completed _____
Date city issued Zoning Permit _____ Permit # _____
Date Certificate of Occupancy Permit Issued _____ Permit # _____ (commercial)
- 10. Documentation: Please include the following documentation for the project
 - a. Please provide a short written narrative describing the project
 - b. Copy of the Certificate of Occupancy and Commercial Building Permit
 - c. Copy of plans, if project involves exterior work, a copy of the construction plans showing exterior work, must be included with the application. (if applicable)
 - d. **Copy of documentation showing the cost of improvements**
 - 1. **Spreadsheet of expense summary**
 - 2. **Evidence of expenses (contracts, invoices, cancelled checks, etc.)**
(Note: Labor completed by the property owner cannot be included into the project costs)
 - 3. **Signed certification of improvements**
- 11. Does this project involve a structure of historical or architectural significance? Yes ___ No ___

APPLICANT AGREES TO SUPPLY ADDITIONAL INFORMATION UPON REQUEST. THE APPLICANT BELIEVES THAT INFORMATION CONTAINED AND SUBMITTED IS COMPLETE AND CORRECT.

Signature of Owner or Agent Date

Typed name and title of preparer

****In order to be eligible, application must be completed by December 15 of year in which project is completed. Projects completed in December have an additional 30 days to submit the application****

Application # _____

COMMUNITY REINVESTMENT APPLICATION

CITY OF FINDLAY ZONING DEPT.

304 MUNICIPAL BUILDING, FINDLAY OHIO 45840

1. _____
Address of Subject Property
2. _____
Parcel Number
3. _____
Name of Enterprise (if not a dwelling)
4. _____ Telephone _____
Name of Property Owner (address if different from above)
5. _____ Email _____
Property Owner Address
6. Verification of Construction: New Structure _____
Remodeling _____ Cost \$ _____
7. Project meets requirements for an exemption under Ohio Revised Code 3735.67:

_____ **A.** Every residential dwelling containing not more than two (2) family units, located within Community Reinvestment Area #1, and upon which the cost of remodeling is at least two thousand five hundred (\$2,500) dollars shall receive a tax exemption for a period of time based upon the following schedule as described in Section 2 of Section 3735.67 of the Ohio Revised Code:

- _____ 1. Structures that are twenty (20) or more years old at the time of remodeling, four (4) years.
- _____ 2. Structures that are thirty (30) or more years old at the time of remodeling, six (6) years.
- _____ 3. Structures that are forty (40) or more years old at the time of remodeling, eight (8) years.
- _____ 4. Structures that are fifty (50) or more years old at the time of remodeling, ten (10) years.

_____ **B.** Pursuant to R.C. §3735.67 (B), every residential dwelling containing more than two (2) family units, located within Community Reinvestment Area #1, and upon which the cost of remodeling is at least five thousand (\$5,000) dollars shall receive a tax exemption for a period of time based upon the following schedule:

- _____ 1. Structures that are twenty (20) or more years old at the time of remodeling, four (4) years.
- _____ 2. Structures that are thirty (30) or more years old at the time of remodeling, six

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(6) years.

_____ 3. Structures that are forty (40) or more years old at the time of remodeling, eight (8) years.

_____ 4. Structures that are fifty (50) or more years old at the time of remodeling, ten (10) years.

_____ C. Pursuant to R.C. §3735.67 (B), every commercial or industrial property, located within Community Reinvestment Area #1, and upon which the cost of remodeling is at least five thousand (\$5,000) dollars shall receive a tax exemption for a period of time based upon the following schedule:

_____ 1. Where the remodeling investment is at least ten percent (10%) of the existing structure's current tax valuation but less than twenty percent (20%) of said value, two (2) years.

_____ 2. Where the remodeling investment is at least twenty percent (20%) of the existing structure's current tax valuation but less than fifty percent (50%) of said value, four (4) years.

_____ 3. Where the remodeling investment is at least fifty percent (50%) but less than one hundred percent (100%) of the existing structure's current tax valuation and/or the investment is at least five hundred thousand dollars but less than two million dollars, six (6) years.

_____ 4. Where the remodeling investment is at least one hundred percent (100%) of the existing structure's current tax valuation and/or the investment is greater than two million dollars, an eight (8) year exemption.

D. Pursuant to City of Findlay Resolution NO. 047-2013, the tear down of all or any part of an existing structure on a parcel or parcels of land within the Community Reinvestment Area #1, and the subsequent new construction or re-construction of all or any part of said structure on the same parcel or parcels shall be considered a remodeling.

E. Pursuant to R.C. §3735.67 (C), every new dwelling unit, located within Community Reinvestment Area #1, shall receive a tax exemption for a period of time based upon the following schedule:

_____ 1. There shall be no tax exemption for new construction of a residential dwelling unit on a previously un-built upon parcel. [See Section 2, paragraph (D)].

_____ 2. For new construction of a residential dwelling on a previously built upon parcel, wherein the median age of the homes in the area is fifty (50) years of age or older, a four (4) year exemption. For purposes of this section, the term "area" shall be defined as the properties located within a two hundred fifty feet (250') radius of the applicant's property.

_____ F. Pursuant to R.C. §3735.67 (C), every new commercial or industrial property, located within Community Reinvestment Area #1, shall receive a tax exemption for a period of time based upon the following schedule:

_____ 1. Where the construction investment is more than two million dollars but less than five million dollars, two (2) years.

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- ____ 2. Where the construction investment is more than five million dollars but less than ten million dollars, four (4) years.
- ____ 3. Where the construction investment is more than ten million dollars but less than twenty-five million dollars, six (6) years.
- ____ 4. Where the construction investment is more than twenty-five million dollars but less than fifty million dollars, eight (8) years.
- ____ 5. Where the construction investment is more than fifty million dollars, ten (10) years.

8. Project involves structure of historical or architectural significance?

Yes____ No____

9. Period of exemption of this improvement shall apply in the year following the calendar year in which certification was approved. This exemption is approved:

From _____ To _____

I CERTIFY THAT THE PROJECT DESCRIBED HEREIN MEETS THE NECESSARY REQUIREMENTS FOR THE COMMUNITY REINVESTMENT AREA PROGRAM IN THE CITY OF FINDLAY, OHIO.

Typed or printed name of Housing Officer

Date

Signature of Housing Officer

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Application # _____

ARCHITECTURAL/HISTORICAL REVIEW
COMMUNITY REINVESTMENT AREA #1
CITY OF FINDLAY ZONING DEPT.
304 MUNICIPAL BUILDING, FINDLAY OHIO 45810

1. _____
Address of Subject Property

2. _____
Name of Enterprise (if not a dwelling)

3. _____
Name of Property Owner

4. The Housing Officer finds that the involved structure is not of architectural or historical significance.

Signature of Housing Officer

Date

5. Architectural/historical Review Findings

_____ Project does not involve structure(s) of architectural or historical significance.

_____ Project involves structure of architectural or historical significance and the proposed remodeling is found to be appropriate.

_____ Project involves structure of architectural or historical significance, and the proposed remodeling is found **NOT** to be appropriate. For the following reasons:

Preservation Review Completed by _____ :

Date

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SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

These 10 Federal Standards determine whether a rehabilitation project qualifies as a "certified rehabilitation" under federal tax incentives for income producing historic buildings. These standards are simple to understand and widely used to guide all types of rehabilitation projects.

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.
9. Contemporary design for alternations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural materials, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment.

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Community Reinvestment Area Affidavit

(Must be completed by Administrative Applicant of Record and any additional applicant(s))

I, the applicant, _____
(or authorized representative of applicant or development partner)

Being first duly sworn, depose and state that I have personal knowledge of, and certify, the following:

- 1. I confirm that all receipts and contracts submitted as documentation for the Community Reinvestment Area program are complete and accurate and that upon request that if required further detailed evidence may need to be submitted.**

Applicant Signature

Date

Name/Applicant Name/Title

Sworn to before me and signed in my presence this

_____ day of _____,

20____.

Notary Public

Findlay Community Reinvestment Area – Summary

The Community Reinvestment Area is a property tax exemption for the value of improvements made to a structure during the calendar year. The tax exemption is granted for a period of years based upon various criteria.

- **Who is eligible?** *Any parcel located within the City of Findlay is eligible to apply for the CRA.*
- **How do I apply?** *Applications are available online from Hancock Regional Planning Commission at www.hancockrpc.com. Applications can also be picked up from the Mayor's Office on the 3rd Floor of the Municipal Building*
- **Is there a deadline to apply?** *Applications for a CRA project must be made during the year in which the project was completed. If you do not apply for the CRA the year the project was completed you lose the ability to apply for it.*
- **What does the application process involve?** *The applicant is required to provide basic information about the property and project. Additionally the applicant is asked to provide invoices, receipts, or canceled checks to demonstrate the cost of the investment.*

Summary of Exemption Criteria

- **Residential Investment** – The length of tax exemption is based upon the age of the house.
 - 20 years old = 4 year exemption
 - 30 years old = 6 year exemption
 - 40 years old = 8 year exemption
 - 50 years old = 10 year exemption
- **Commercial/Industrial Remodel Investment** – The length of tax exemption is based upon the size of investment as a percentage of the existing value.
 - 10%-20% = 2 years
 - 21%-50% = 4 years
 - 51%=100% = 6 years
 - 100% or more = 8 years
- **Commercial/Industrial – New Build** – This section refers not completely new buildings and not additions or expansions. The length of tax exemption is based upon the total cost of the new structure.
 - 2-5 million = 2 years
 - 5-10 million = 4 years
 - 10-25 million = 6 years
 - 25-50 million = 8 years
 - 50+ million = 10 years

**THESE NORMAL REPAIRS AND MAINTENANCE WILL NOT
INCREASE THE REAL ESTATE TAX
ASSESSMENT ON YOUR HOME**

EXTERIOR

1. Scrape and Paint
2. Any Landscaping-Lawns, Shrubs, Grass
3. Repair Siding
4. Repair or Repair Porches and Steps
5. Replace Gutter or Down Spouts
6. Install Storm Doors and Windows
7. Install Outdoor Lighting
8. Repair, Replace or Add Window Shutters
9. New Roof

INTERIOR

1. Rewire, Add Electrical Circuits or Outlets
2. Replace Plumbing
3. Install or Replace Light Fixtures
4. Repair Plaster
5. Replace Hot Water Heater
6. Paint, Wallpaper and Other Redecorating
7. Add Vent Fans
8. Resurface Ceiling, Walls and Floors
9. Replace Furnace with one of the same type

The repairs and improvements listed above can be made without increasing property taxes if they are not part of a complete modernization or remodeling project.

Addition of central air conditioning will increase the value of your property and must be reported. Window air conditioning units do not need to be reported.

Ohio Revised Code 5713.17 requires each land owner to report any new construction, improvements or removal of building. This includes buildings for agricultural use, other similar structures and ponds. Failure to do so may result in a 50% penalty assessment.

Loss of sheds, garages or any building by fire, flood, wind, or voluntary razing; upon verification by the Auditor's office; may result in a prorated tax reduction based on the tax value of the loss. A form must be completed, notarized and returned to the Auditor's office to receive this reduction.

SOURCE: Hancock County Auditor's Office