



COMMUNITY REINVESTMENT AREA APPLICATION

Residential Property Improvement Projects

1. Applicant Information

(Applicant Name)

(Mailing Address)

(City, State, Zip)

2. Property Information

(Property Address)

(City, State, Zip)

(Tax Parcel Number(s) from tax bill)

3. Application Involves:

- a) Remodeling 1 or 2 family dwelling
- b) Remodeling 3 or more residential units
- c) New Construction
- d) Property is located within an historic district (Check if applicable and attach a written certificate of approval from the designated design review board.)

4. Brief description of work

5. Construction Information

New Construction Projects – If applying for new construction, please complete and submit the following:

- Total actual cost of new construction \$ _____
- Provide a copy of the **executed contract** with a registered contractor (attached)
- Building Permit number (attach copy of **Building Permit**) _____ (attached)
- Issuance Date of Building Permit _____
- Completion Date (attach copy of **Certificate of Occupancy**) _____ (attached)
- Proof of Ownership
(copy of **signed & dated lease agreement or Closing Disclosure Form**) Yes No
- Settlement Statement of the Bank Loan** or notarized list identifying the general categories of the work completed, the date the work was completed and each category's expense. (attached)
- Photos** of Front and Back of Completed Property(s). (attached)

Remodeling Projects – If applying for home improvement, please complete and submit the following:

- Total actual cost of home improvement \$ _____
- Include with the application, **documentation to support cost of improvements** (attached)
- Two acceptable examples are:
- 1) The affidavit of the draw payments of the construction contract. (Please ensure that the affidavit includes a description of the work completed.)
 - 2) A notarized list identifying the general categories of the work completed, the date the work was completed and each category's expense. A labor cost for you own work can also be included.
- Provide a copy of the executed contract with a registered contractor. (attached)
- Building Permit number (attach copy of **Building Permit**) _____ (attached)
- Issuance Date of Building Permit _____
- Proof of Completion (attach copy of **Final Inspection Report**) _____ (attached)
- Proof of Ownership (copy of the **Deed**) Yes No
- Photos** of Front and Back of Completed Property(s). (attached)
- Cost of the **Property Tax Bill** from the County Auditor's Office _____ (attached)
- If your taxes are escrowed, please submit parcel information tax card that can be found on the Auditor's website.

6. CRA Program Rules and Guidelines

- The tax exemption begins when the application is approved. The exemption is NOT retroactive from the date of improvement.
- A 10-year exemption may be granted for new construction and renovation. Exemption value is determined by the County Auditor’s office. You will receive a letter from the Auditor’s Office after the Auditor’s appraisal has been completed.
- An increase or decrease in taxes during the abatement period may result when voted changes in tax rates, state-mandated reappraisals or updates reflecting neighborhood trends are adopted.
- The Housing Officer may revoke the tax exemption any time after the first year if the property has zoning, property maintenance and/or building code violations.
- Any person denied tax exemption by the Housing Officer may appeal in writing to the Community Reinvestment Area Housing Council, which shall have the right to overrule any decision of a Housing Officer. Appeals from a decision of the Housing Council may be taken to the Court of Common Pleas.
- Sidney City Council may rescind the ordinance granting tax exemption at their discretion.

I declare under the penalties of falsification that this application, including all accompanying documents and statement, has been examined by me and to the best of my knowledge and belief are true, correct and complete.

Name of Property Owner: _____

By: _____ Date: _____, 20____
(Type name and title)

(Signature of Property Owner)

Send Application to:

Barbara Dulworth, AICP
Community Development Director
201 W. Poplar Street
Sidney, Ohio 45365
Phone: (937) 498-8131
Fax: (937) 498-8119
Email: bdulworth@sidneyoh.com