



**City of Ottawa**  
 P.O. Box 60  
 Ottawa, KS 66067  
 785-229-3600 Fax 785-229-3610

**Application for Property Tax Exemption for Economic Development Purposes  
 Pursuant to Article 11, Section 13 of the Kansas Constitution**

**Part I – Applicant Identification**

**Firm Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

*Street or P.O. Box*

*City*

*State*

*Zip Code*

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Web Address:** \_\_\_\_\_

List the names and percent of ownership of all principal owners and officers of the Applicant Firm:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If applicant is a tenant, identify property owner(s):

**Name(s):** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

*Street or P.O. Box*

*City*

*State*

*Zip Code*

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Web Address:** \_\_\_\_\_

**Part II – Property Identification**

Check below only taxable property for which an Economic Development exemption is requested:

- Land.** Attach legal description of property and plat showing location of buildings, added improvements to buildings, or both.
- Building(s).** Attach description.
- Added improvements to building(s).** Attach description.
- Tangible personal property.** Attach list of each item with identifying nomenclature. Proof of purchase must be provided for each item on the list.

**Part III – Business Information**

Check below applicant’s type of business organization:

- Corporation
- Subsidiary
- Partnership
- Sole Proprietorship
- Other: \_\_\_\_\_

Date business organized or incorporated: \_\_\_\_\_

Place business organized or incorporated: \_\_\_\_\_

Name of parent company, if applicable: \_\_\_\_\_

Type of business: \_\_\_\_\_

Line(s) of product(s) manufactured or research and development conducted, or goods and commodities stored in buildings, for which tax exemption is requested: \_\_\_\_\_

---



---



---



---

Percentage of building occupied by applicant business qualifying for tax exemption: \_\_\_\_\_%

List principle competition of the business within the City limits of Ottawa:

Name of Firm(s):

---



---



---

Describe nature of competition:

---



---



---

Please check one -- Applicant Business is:

- New to Ottawa**
- Existing in Ottawa**

◆ **If you checked that you are a New business, please complete the following:**

Date operations will commence in Ottawa: \_\_\_\_\_

If constructing a new building, give anticipated date of construction completion: \_\_\_\_\_

If business is relocated to Ottawa, list previous location(s): \_\_\_\_\_

◆ **If you checked that you are an Existing business, please complete the following:**

Date expansion will be completed: \_\_\_\_\_

Purpose of expansion: \_\_\_\_\_

Expansion involves: (check all that apply)

- Acquisition of existing building
- Enlargement of existing building
- Construction of new building

**Describe how property identified above facilitates the expansion of such existing business:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part IV – Employment Data**

If **New** Business, list number of employees on date operations commences in Ottawa: \_\_\_\_\_

If **Existing** Business, describe how expansion has or will create new employment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For both **New** and **Existing** businesses, please list the following employment information:

Annual Forecasted Salary: \$ \_\_\_\_\_

Total number of existing employees: \_\_\_\_\_

Total number of new employees: \_\_\_\_\_

Cumulative number of employees: \_\_\_\_\_



**Part VII – Description of Public Benefits**

Please insert a narrative description of the public benefits, which you believe will occur if the requested exemption is granted. Address all relevant factors, including those found in Section (10)(a) of the City’s Statement of Policy and Procedures.

---

---

---

---

---

---

---

---

---

---

**Part VIII – Financial Responsibility**

Please attach a description of the business’s financial situation. This may include a financial statement, audit and other relevant information to assess the stability of the business. Indicate whether there is any pending or threatening litigation affecting the viability of the business.

**Part IX – Certification of Applicant**

I, \_\_\_\_\_, \_\_\_\_\_ hereby  
Name Title  
certify that the above and attached information is true and correct to the best of my knowledge. Further, I certify that this application is submitted in conformance with the applicable Statement of Policy and Procedures of the City of Ottawa, Kansas. Further, it is understood that additional information may be requested by the City to assist the City Commission in its consideration of this matter.

Name (please print/ type): \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Name Title

**Part X – Acknowledgment of Receipt**

Receipt in the office of the City Clerk of the City of Ottawa, Kansas is hereby acknowledged.

Date: \_\_\_\_\_  
City Clerk