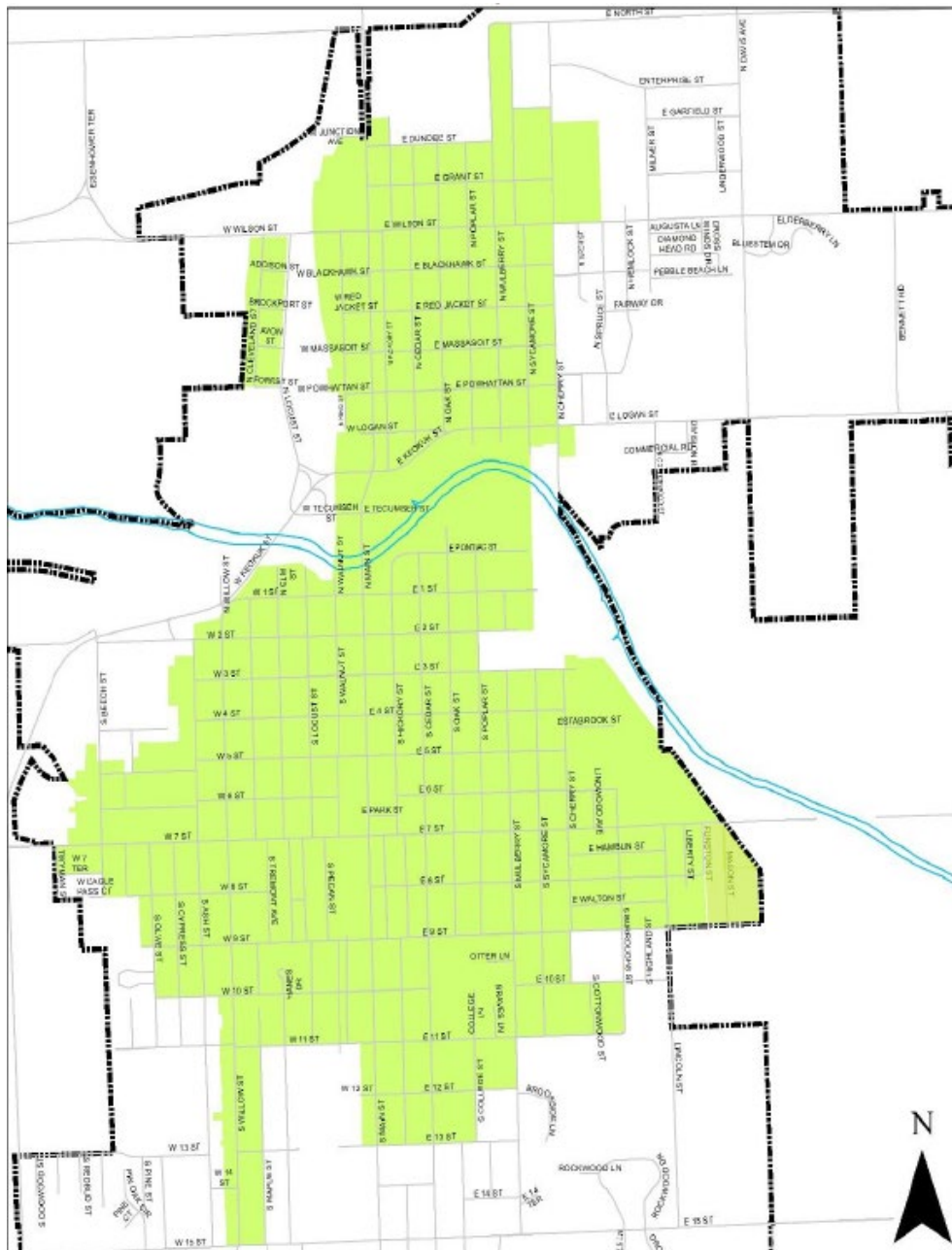


# The Neighborhood Revitalization Program Fact Sheet & Application

Authorized by KSA 12-17,114 - 12-17,120, the Neighborhood Revitalization Act (NRP) gave local governments and citizens in Kansas the power to improve their communities. This program promotes revitalization and the increased health, safety, welfare and prosperity in specific areas of the City of Ottawa by stimulating new construction and rehabilitation, by issuing a property tax rebate as an incentive to make improvements to properties within certain areas of the city. The city, county and USD-290 taxes rebated are based on the amount your taxes have increased due to the improvements made to either an existing structure or property.

If you have questions, please contact the City's Community Development Department at 785-229-3620.

## Areas Designated for the NRP



## Neighborhood Revitalization Area Description

Starting at the intersection of N. Main Street and West Junction Ave.; then South along N. Main Street to W. Wilson Street; then West on W. Wilson Street to the railroad right-of-way; then South along the railroad right-of-way to the South side of the Marais des Cygnes River dyke; then West along the Marais des Cygnes River dyke to S. Ash Street (excluding the Fire Department property); then South on S. Ash Street to W. 5<sup>th</sup> Street; then West on W. 5<sup>th</sup> Street (including both sides of the street) to S. Beech Street; then North on S. Beech Street to the first lot on the East side of S. Beech Street then South from the last lot on the West side of S. Beech Street (south of city owner property) to W. 5<sup>th</sup> Street continuing down S. Beech Street (both sides) to W. 7<sup>th</sup> Street; then West on W. 7<sup>th</sup> Street (both sides) to S. Twyman Street; then South on S. Twyman Street (east side); to W. 7<sup>th</sup> Terrace (north side) ; then East on W. 7<sup>th</sup> Terrace to S. Beech Street, then to W. 8<sup>th</sup> Street; then East on W. 8<sup>th</sup> Street (north side) to S. Olive Street, then South on the West side of S. Olive Street to W. 9<sup>th</sup> Street; then South on S. Olive Street (east side) to W. 10<sup>th</sup> Street (north side); then East on W. 10<sup>th</sup> Street (north side) to S. Willow Street; then South on S. Willow Street (both sides) to W. 15<sup>th</sup> Street; then East on W. 15<sup>th</sup> Street (north side) to S. Maple Street; then North on the West side of S. Maple Street to W. 11<sup>th</sup> Street; then East on E. 11<sup>th</sup> Street (north side) to S. Main Street; then South on S. Main Street to E. 13<sup>th</sup> Street; then East on E. 13<sup>th</sup> Street (north side) to S. College Street; then North on S. College Street (west side) to E. 12<sup>th</sup> Street; then East on E. 12<sup>th</sup> Street (north side) to S. Mulberry Street; then North on S. Mulberry Street (west side) to E. 11<sup>th</sup> Street; then East on the North side of E. 11<sup>th</sup> Street to S. Burrough Street; then North on S. Burrough Street (west side) to East 10<sup>th</sup> Street; then West on E. 10<sup>th</sup> Street (south side) to S. Cherry Street; then North on S. Cherry Street (west side) to E. 9<sup>th</sup> Street; then East on E. 9<sup>th</sup> Street (north side) to S. Funston Street; then North on South Funston Street (west side) to E. 7<sup>th</sup> Street; then East on E. 7<sup>th</sup> Street (north side) to the City Limits; then Northwesterly to East 3<sup>rd</sup> Street; then West on E. 3<sup>rd</sup> Street to S. Cherry Street; then continuing West on E. 3<sup>rd</sup> Street (south side) to S. Poplar Street; then North on S. Poplar Street (west side) to E. 2<sup>nd</sup> Street; then East on E. 2<sup>nd</sup> Street (north side) to S. Sycamore Street; then North on S. Sycamore Street (west side) to the South side of the property between N. Sycamore Street, N. Birch Street, and E. Logan Street (south side); then North on N. Cherry Street (both sides) to E. Wilson Street; then East on E. Wilson Street to the second lot on the North side of E. Wilson Street; then continue North on N. Cherry Street (both sides) to E. Garfield Street; then West on E. Garfield Street (south side) to N. Sycamore Street; then North on N. Sycamore Street (west side) to E. North Street; then West on E. North Street (south side) to N. Mulberry Street; then South on North Mulberry Street (east side) to E. Dundee Street; then West on E. Dundee Street (south side) to N. Main Street.

Plus:

Starting at the back ½ of the lots at W. Wilson Street and N. Cleveland Street; South to E. Forest Street; then East on E. Forest Street (north side) to N. Locust Street; then North on N. Locust Street (west side) to W. Wilson Street; then West on W. Wilson Street (south side) to place of beginning.

Starting at East 7<sup>th</sup> Street and Funston Street, thence South on Funston Street, including both sides of Funston Street, to 9<sup>th</sup> Street, thence East on 9<sup>th</sup> Street, including only the North side of 9<sup>th</sup> Street, to Mason Street, thence North on Mason Street, including both sides of Mason Street, to 7<sup>th</sup> Street, thence West on 7<sup>th</sup> Street, including only the South side of 7<sup>th</sup> Street, to Funston Street.

### **What types of improvements are eligible?**

Residential property is eligible if the rehabilitation, addition or new construction increases the new assessed value by 25% or more.

Commercial property is eligible if the rehabilitation, addition or new construction increases the new assessed value between 10% to 19% or by 20% or more.

### **What criteria are used to determine if a property is eligible for NRP?**

1. The property must be within one of the designated revitalization areas.
2. Construction must have begun after the date the area was designated as an eligible NRP area.
3. The assessed value of a residential property must increase by 25% or more.
4. The assessed value of a commercial property must increase by 10% to 19% for a 5-year rebate or 20% or more for a 10-year rebate.
5. Improvements must conform to the current City Comprehensive Land Use Plan and Zoning Ordinance.
6. The new, as well as existing, improvements on the property must conform to all other codes, rules, and regulations in effect at the time the building permit is issued.

### **Who applies for the rebate and how do I apply?**

1. The contractor / owner of a new structure must apply before construction of the new structure begins.
2. The contractor / owner of the property being renovated must apply before any renovation work begins.
3. The best time to apply for the rebate is to turn in your application when you submit your building permit application.

### **Does the rebate transfer to new ownership?**

1. The tax rebate stays with the land, therefore should the property sell or change hands before the rebate period ends, the new owner would receive the rebate.

### **What is the process once the application has been submitted?**

1. Parts I and II of the application must be completed by the applicant and the entire application is filed with the Administrative Assistant of the City's Community Development Department to commence the review process.
2. A \$25 application fee must be paid at the time the application is submitted.
3. Upon receipt of the application the following steps will be taken:
  - a. Part III of the application will be filled out by the Administrative Assistant.
  - b. City staff will obtain the current appraisal value from the Franklin County web page. Staff will calculate the dollar amount that must be met to be eligible for the program and check the application for the estimated cost of improvements to make sure it is more than the required amount.

- c. Staff will obtain the status of the taxes from the Franklin County web page and verify it with the Franklin County Treasurer's office.
  - d. If the taxes are current and the amount of the estimated cost of improvements is more than the required amount, the process continues.
  - e. If not, a letter is sent to the applicant stating their application will not be forwarded to the review committee.
4. If all the above criteria have been met, the following steps are taken:
- a. The application along with a summary sheet is forwarded to the review committee and a meeting is held. The review committee consists of one member from each participating entity (City, County, & School Board). At least 2/3 of the members of the review committee must agree that the application meets the intent of the NRP.
  - b. The application is then forwarded for consideration by the full governing bodies of each participating entity. At least 2/3 of the governing bodies of the participating entities agree that the application meets the intent of the NRP, the application is approved.
  - c. The applicant will be notified that their application has been accepted into the program.
5. Base value of a property for rebate purposes may be established by the Review Committee when the property description or improvement differs significantly from the most recent appraisal. If the improvement period for completion goes past two years, the lowest property appraisal will be assigned as the base value.
6. The owner/contractor shall obtain the building permit and call for all applicable inspections during the construction/remodel work until completed. A final inspection will be done to determine if the work is completed and all work conforms to all other codes, rules and regulations. Once the final inspection is completed a Certificate of Occupancy/Completion will be issued.
7. Once the Certificate of Occupancy/Completion has been issued, the following steps are taken:
- a. On or about March 1<sup>st</sup> of the year following completion date, City Staff will obtain the new appraised value from the Franklin County web page. Staff will calculate to see if the new appraisal value did increase the appropriate amount.
  - b. Staff will obtain the current status of the taxes from the Franklin County web page and verify it with the Franklin County Treasurer's office.
  - c. If the taxes are current and the amount of the appraisal value increased the appropriate amount, the process continues.
  - d. If not, a letter is sent to the applicant stating the reason why they will not be receiving the rebate.
  - e. City Staff will then forward the completed application, summary sheet, and the Certificate of Occupancy/Completion to the Franklin County Clerk.
  - f. City staff will issue a letter to the owner of the property stating the application for the NRP has met all of criteria needed and they should expect to receive a tax rebate starting with what year taxes.
8. Upon payment of the real estate taxes **in full** by the taxpayer, the rebate in the amount of the tax increase [minus a \$50 administration fee retained by the county] will be made within thirty (30) days after the next distribution date (as specified in KSA 12-1678a and amendments thereto). The tax rebate shall be made by the Franklin County Treasurer's Office through the NRP fund established by the taxing units participating in the NRP.

**Can my application be removed from the program?**

1. Yes. An application can be removed from the program if the project has had no significant progress within a two-year period from the application date. However, should the project start up again, the owner/contractor can reapply to the program at the same time they reapply for their building permit.

**Under what conditions can my rebate be terminated?**

1. Failure to build or maintain the property to applicable codes, rules and regulations shall cause the rebate application to be terminated.
2. If the owner/applicant fails to pay their property taxes in full within 10 days after the May due date.

**How long can I receive a rebate?**

The appropriate rebate period will be determined by the new appraisal once the project is done. The periods are:

**Commercial Development:**

Commercial between 10 & 20% -----	Maximum of 5 years
Commercial 20% and above -----	Maximum of 10 years

**Residential Development:**

New -----	Maximum of 10 years
Remodel -----	Maximum of 5 years

**What will my rebate be?**

Your rebate is based on the amount your taxes have increased due to the improvements to the structure or property. For example: If the taxes on your vacant property for 2009 was \$500 and you built a new single-family house and your property taxes for 2010 was \$1,000, you would be eligible for a tax rebate on the \$500 your taxes increased, and the \$500 becomes your base fee for each year forward. So, in 2011 your property taxes were \$1,500, minus the base fee of \$500, you would be eligible for a tax rebate on the \$1,000. The percentage of the amount of rebate you would get back is based on the chart below **minus the \$50 administration fee** the County retains each year.

**How much of my property taxes can be returned to me as a rebate?**

<u>Commercial Development:</u>	<u>Length</u>	<u>Maximum % of rebate of Improvement</u>
If the increase is 10% to 19% .....	Year 1:	100%
	Years 2-3:	75%
	Years 4-5	50%
If the increase is 20% or above .....	Years 1-5:	100%
	Year 6	50%
	Year 7:	40%
	Year 8:	30%
	Year 9:	20%
	Year 10:	10%
<u>Residential Development:</u>	<u>Length</u>	<u>Maximum % of rebate of Improvement</u>
New .....	Years 1-10:	95%
Remodeled.....	Years 1-5:	95%

**What is not eligible for rebate?**

Any late fees, fines, or surcharges on your property tax bill are not eligible for rebate.

**Who should I contact if I have a question?**

The Administrative Assistant for the City of Ottawa's Community Development Department is the main contact for applications and information about the NRP program. Please call or come in during normal business hours Monday through Friday, 8 a.m. to Noon and 1 p.m. to 5 p.m.

**City of Ottawa – Community Development Department**  
**101 S. Hickory**  
**Ottawa, Kansas 66067**  
**(785) 229-3620**  
[www.ottawaks.gov](http://www.ottawaks.gov)



# Neighborhood Revitalization Plan Application – Part 1



Date: \_\_\_\_\_ **Application Fee: \$25.00** Date Received: \_\_\_\_\_

Owner/Contractor Name: \_\_\_\_\_

Owner/Contractor Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Tax ID, Parcel Number, Legal Description can be obtained from the Franklin Co. Web page – [www.franklincocks.org](http://www.franklincocks.org); click on “Departments” then “Appraiser” then “Parcel Search” then “Public Access”

Parcel Identification Number: \_\_\_\_\_

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

Type of Structure:    Single-Family [ ]    Duplex [ ]    Multi-Family [ ]    Commercial [ ]

Type of Usage: Homeowner/Occupied [ ]    Rental [ ]    Selling [ ]    Commercial [ ]

List of Buildings proposed to be demolished: \_\_\_\_\_

**Detail** Description of work to be done: \_\_\_\_\_

## Commencement of Construction – Part 2

Estimated Cost of Improvements: \_\_\_\_\_

Construction Estimated to Begin On: \_\_\_\_\_

Estimated Date of Completion of Construction: \_\_\_\_\_

**Signature:**

\_\_\_\_\_  
Owner/Contractor

Date: \_\_\_\_\_



**Part 3 – City Use Only**

**Franklin County Appraisal:** As of January 1, \_\_\_\_\_ the certified appraised valuation is:

Land: \$\_\_\_\_\_ Improvements: \$\_\_\_\_\_ Total:\_\_\_\_\_

Percent (%) to be met:\_\_\_\_\_ Dollar amount that must be met:\_\_\_\_\_

By:\_\_\_\_\_ Date:\_\_\_\_\_  
Franklin County Web Page

**Franklin County Treasurer’s Information:** As of \_\_\_\_\_ taxes on this parcel  
ARE [ ] or ARE NOT [ ] current.

By:\_\_\_\_\_ Date:\_\_\_\_\_  
Franklin County Web Page/Verified by Franklin County Treasurer’s Office

**Review Committee Approval:** Date:\_\_\_\_\_

City of Ottawa:\_\_\_\_\_

Franklin County:\_\_\_\_\_

U.S.D. 290:\_\_\_\_\_

**Governing Body Approval:**

City Commission approval date:\_\_\_\_\_.

Franklin County Commission approval date:\_\_\_\_\_.

U.S.D. 290 School Board approval date:\_\_\_\_\_.

**Franklin County Appraisal:** As of January 1, \_\_\_\_\_ the certified appraised valuation is:

Land: \$\_\_\_\_\_ Improvements: \$\_\_\_\_\_ Total:\_\_\_\_\_

- Improvements:** [ ] Meets the 25% increase in assessed valuation for residential property.  
 [ ] Meets the 20% increase in assessed valuation for commercial or industrial property.  
 [ ] Meets the 10% to 19% increase in assessed valuation for commercial or industrial property.  
 [ ] DOES not meet the percentage increase needed.

By:\_\_\_\_\_ Date:\_\_\_\_\_  
Franklin County Web Page

**Franklin County Treasurer’s Information:** As of \_\_\_\_\_ taxes on this parcel  
ARE [ ] or ARE NOT [ ] current.

By:\_\_\_\_\_ Date:\_\_\_\_\_  
Franklin County Web Page



## Design Goals

Below is a list of design features to keep in mind when planning on building a new structure or doing exterior remodeling in an NRP area. These design goals are items to keep in mind so the structure you are building or doing an exterior remodel on stay in the ambiance of the neighborhood.

1. Exterior siding.
2. Door and porch orientation.

Preferred



Other



3. Pitch of roof and roofing materials.

2/12 pitch



4/12 pitch



5/12 pitch



6/12 pitch



7/12 pitch



8/12 pitch



9/12 pitch



10/12 pitch



12/12 pitch



Asphalt Shingles



Shake Shingles



Metal





4. Window shape, pattern, scale & proportion.

Preferred



Other



5. Height.



6. Setback.  
7. Attached or detached garage.  
8. Efficiency Energy (90+).  
9. Public sidewalk improvements.