

**PROJECT COMPLETION APPLICATION
COMMERCIAL TAX ABATEMENT**



CITY OF CINCINNATI COMMUNITY REINVESTMENT AREA

RENOVATION AND NEW CONSTRUCTION

COMMERCIAL, INDUSTRIAL, MIXED-USE, AND MULTI-UNIT (4 OR MORE UNITS)

<p>Land Use:</p> <p><input type="checkbox"/> Commercial</p> <p><input type="checkbox"/> Industrial</p> <p><input type="checkbox"/> Mixed-Use Describe the break down in use: List Number of dwelling units _____ Square Footage of non-residential _____</p> <p><input type="checkbox"/> Multi-Unit (4 or more units): List Number of dwelling units _____</p>	<p>Please indicate if the project met Leadership in Energy and Environmental Design (LEED) levels as defined by the U.S. Green Building Council (www.usgbc.org)</p> <p><input type="checkbox"/> Project is <u>not</u> LEED-certified</p> <p><input type="checkbox"/> LEED Certified</p> <p><input type="checkbox"/> LEED Silver</p> <p><input type="checkbox"/> LEED Gold</p> <p><input type="checkbox"/> LEED Platinum</p> <p><i>A copy of your LEED For Homes Certificate MUST accompany a request for the LEED abatement. The project must have been approved in advance as a LEED project.</i></p>
<p>Project Type:</p> <p><input type="checkbox"/> New Construction</p> <p><input type="checkbox"/> Renovation</p>	

Address of subject property: _____ Zip: 452 _____

Hamilton County Auditor Parcel ID#: _____ - _____ - _____

City of Cincinnati Neighborhood: _____ Year Residence Built _____

The subject property must be located within the City of Cincinnati.

Name of real property owner(s): _____ Phone: _____

Address of real property owner(s): _____

Main Contact Name: _____ Phone: _____

Main Contact email address: _____

Description of the project: _____

A. PLEASE COMPLETE AND SUBMIT THE FOLLOWING FOR PROPERTY RENOVATION:

- A copy of all **closed** Building Permit(s) and /or the Certificate of Occupancy issued for the work claimed.
 - Please call your contractor or the Department of City Planning and Inspections at (513) 352-3271 to obtain the closed permits.
 - Additional information regarding permits may be obtained at this web address: <http://www.cagis.hamilton-co.org>. Prior to submitting this application, please review the status of your permits on this website to ensure that each permit at each address in the project has a status of CLOSED or FINAL.

- Total cost of improvements: \$ _____
 - You must document at least \$40,000 in costs.

- Include documentation to support cost of improvements. Documentation must be submitted in one of two acceptable formats:
 - 1) 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 your own work can also be included.
 - 2) The **final**, notarized affidavit of the draw payments of the construction contract. (Please ensure that the affidavit includes a description of the work completed.)

- Copy of the property tax bill from the Hamilton County Auditor's Office. If your taxes are escrowed, please submit parcel information tax card that can be found on the Auditor's website: www.hamiltoncountyauditor.org

B. PLEASE COMPLETE AND SUBMIT THE FOLLOWING FOR NEW CONSTRUCTION:

- The **final** Certificate of Use and Occupancy.
 - Please call your contractor or the Department of City Planning and Inspections at (513) 352-3271 to obtain the Certificate of Occupancy.

- Total cost of new construction: \$ _____

- Include documentation to support cost of new construction. Documentation must be submitted in one of three acceptable formats:
 - 1) Signed copy of the HUD Settlement Statement of the bank loan.
 - 2) A notarized list identifying the general categories of the work completed, the date the work was completed, and each category's expense.
 - 3) The **final**, notarized affidavit of the draw payments of the construction contract. (Please ensure that the affidavit includes a description of the work completed.)

PLEASE NOTE:

- ✓ The period of tax exemption is determined by the written agreement with the City. Exemption value is determined by the Hamilton County Auditor's Office.
- ✓ The Housing Officer may revoke the tax exemption any time after the first year if the property has code violations.
- ✓ City of Cincinnati Council may rescind the Ordinance granting tax abatements at their discretion.

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

Date _____ Signature of Property Owner(s) _____

Send Application to: City of Cincinnati
Commercial Tax Abatement Program
805 Central Avenue, Suite 700
Cincinnati, Ohio 45202
Fax: (513) 352-6123, Attention: Commercial Tax Abatement Completion Application

For further program information, please contact: (513) 352-1915.