



DEPARTMENT OF ECONOMIC DEVELOPMENT

Unified Government of Wyandotte County/Kansas City, Kansas

701 North 7th Street, Ste. 421
Kansas City, Kansas 66101

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Neighborhood Revitalization Act (NRA) Application



2018-2020

NRA TAX REBATE PROGRAM INITIAL ELIGIBILITY CRITERIA

You must answer “YES” to each of the following questions in order to submit an NRA Application

- ✦ Are you the owner of the property?
- ✦ Is the property in the NRA Area?
- ✦ Are the taxes on this and other property you own current?
- ✦ Will the planned improvement comply with Unified Government zoning ordinances and all applicable codes?

NRA APPLICATION PROCEDURES

1. The application can be obtained from the Economic Development Department or the Building Inspections Division of the NRC, concurrent with a building permit. However, if the building permit has already been obtained or no permit is required for the work, an application can be obtained in person at the Economic Development Department located at 701 North 7th Street, Suite 421, Kansas City, Kansas 66101 or at the Unified Government’s website under Economic Development Department at <http://www.wycokck.org/Economic/Incentives.aspx>
2. Prior to any new construction, renovation, or expansion, the applicant shall submit to Economic Development staff a completed application pages 4 thru 8 of Part 2, Section A and Part 2, Section B and required pre-construction, renovation, or expansion documentation. When the project is completed, the applicant shall submit required post-construction documentation prior to receiving the NRA tax rebate.
3. It is suggested that the Building Inspections Division to reference in its files that the applicant is applying for the NRA tax rebate and to forward a copy of the building permit to the Unified Government Appraiser.
4. Prior to December 1, following commencement of construction, renovation, or expansion and each succeeding December 1 until and including the year of project completion, the applicant shall complete and sign a new copy of Part 2, Section B of the NRA application, indicating the anticipated status of the project as of the following January 1 to the Economic Development Department.
5. On or before January 1, after the project is completed, the Unified Government Appraiser shall conduct an on-site inspection, review the construction records, and determine the new valuation of the real estate. The Appraiser shall submit a report of the new valuation and the revised tax information by June 1 to the Unified Government Treasurer.

6. Upon determination that the status of the improvements as of January 1 meets the eligibility criteria, the Appraiser shall certify the percentage requirements of Part 2, Section C to the Unified Government Clerk, Treasurer, and Economic Development Department.
7. Economic Development Department staff will notify the Appraiser of any new NRA applications and input the documentation for tracking.
8. Economic Development Department staff will notify the Finance Department of completed NRA tax rebates on an annual basis.
9. Economic Development Department staff will administer Part 2, Section D: Statement of Tax Status. If the taxes are not current, the application is denied until taxes are current.
10. Economic Development Department staff will forward Part 2, Section E: Statement of Administrative Application Conformance for NRA Tax Rebate to the Appraiser and the Treasurer upon completion of the administrative documentation for the project.
11. Upon the payment of the real estate tax for the subject property for the initial and each succeeding tax year extending through the specified NRA tax rebate period, and within a thirty (30) day period following the date of tax distribution by the Unified Government to the other taxing units, the NRA tax rebate, less the appropriate administrative fee, shall be made to the applicant. The tax rebate shall be made by the Unified Government Treasurer from the Neighborhood Revitalization Fund established in conjunction with the Unified Government and the other taxing units participating by Interlocal Agreement. The Unified Government Finance Department and the Economic Development Department staff will make reports to the Unified Government Commission and other taxing units.
12. Applicant is **required** to pay taxes each year. A **rebate check** will be issued to applicant from the Treasurer's Office **after taxes are paid**. The NRA tax rebate applies only to the **additional taxes** resulting from the increase in assessed value of the property due to the improvement. For example, if taxes paid on vacant land is Five Hundred and 00/100 Dollars (\$500.00) and a structure is built on the vacant land (improvement) that raises the taxes to Two Thousand Five Hundred and 00/100 Dollars (\$2,500.00) (assuming the required assessed value has occurred), the incremental increase in tax is Two Thousand and 00/100 Dollars (\$2,000.00). The Two Thousand and 00/100 Dollars (\$2,000) less an administrative fee is the portion that will be rebated.
13. Applicants appealing their appraised values may jeopardize their eligibility for NRA participation for that year and following tax years and may initially encounter a one (1) year delay in determining their eligibility for NRA participation.

14. A copy of the certification for transfer (NRA Transfer of Deed form at the end of the application) must be used when transferring the NRA tax rebate. The certification should be completed when the property is sold and then sent to the Economic Development Department, Attention: NRA Program Staff, 701 North 7th Street, Suite 421, Kansas City, Kansas 66101. In such situations, the occupant may then be eligible to receive the NRA tax rebate pursuant to all other program criteria.

Part 1, Section A: General Information

The applicant is responsible for the following information and documentation when submitting an NRA application:

1. Application information
2. Property Area, Type, and Use
3. Improvement
4. Building Permits
5. Construction Time Line
6. Demolition of Structures
7. TIF District and Tax Credits
8. Application Fee
9. Utilization of Local, Minority, or Woman Owned Business Enterprise
10. Historic Designation
11. Pre and Post Construction, Renovation, or Expansion Requirements
12. Applicant Signature and Date

Part 2, Section A: Completed by applicant (Please type or Print)

Application Information

Date _____ 20_____

Applicant's Name _____ Phone: _____

Email Address _____

Applicant's mailing address _____

Owner's name _____ Phone: _____

Owners Mailing address _____

Project property address _____

Are you the owner of the property ____ Yes ____ No?

Are you the developer ____ Yes ____ No?

Developer's name _____

Company _____ Phone (____) _____

Check Box if there are 20 or less Full Time Employees

Parcel Identification Number: _____ School District: _____

(Take Parcel ID number and legal description from your tax statement or call the Unified Government Clerk at 573-2874)

Legal Description of Parcel: (Use additional sheets if necessary)

Property Area, Type, and Use (check all that apply)

A. The Project is located in: (Refer to Map)

Area 1

Area 2 East

Area 2 East–State Avenue East Corridor

Area 2 East–State Avenue West Corridor

Area 2 East–Leavenworth Road Corridor

Area 2 West

Area 3

Area 4

B. The Special Project Area is: Retail in Nature ____, Environmentally Contaminated ____, Historical _____

C. The Project is: New Construction ____, Renovation ____, Expansion _____

D. The Project is: Residential ____, Commercial ____, Office ____, Industrial, ____, Retail ____, Historic ____, Environmentally Contaminated _____

E. End use will be: Owner Occupied ____, Rental ____, Leased _____

Improvements

Describe the Improvements (Be specific):

Building Permit

Estimated cost of improvement: \$ _____

Building permit value: \$ _____

Construction Time Line

Construction commences on _____, 20__

Projected Date of competition _____, 20__ (estimate)

Demolition of Structure(s)

List buildings to be demolished: _____
(Use another sheet of paper if needed)

If demolishing residential structures complete the following:

- Number of dwelling units: _____ (List tenants if known occupying the building when purchased, or present tenants and note the date of occupancy or relocation. If needed, use a separate sheet of paper and attach it to this application)
- Demolition-permit number: (Attach copy of permit): _____

TIF District or Tax Credits

Is the project or property within a TIF Redevelopment District? Yes _____ No _____

TIF name _____

Are you planning on applying for any tax credits? Yes _____ No _____

Which type of tax credits? _____

Application Fee

An application fee of \$1,000.00 is required for all commercial, industrial, office, retail, historical, and environmentally contaminated projects. If the project is in a Special Projects Area and the construction cost is over \$10 million, the application fee is \$2,000.00. Checks will be made to the Unified Government Treasurer.

Utilization of Local, Minority, and Women Owned Business Enterprise

Yes ___ No ___ (Applicant will contact the UG Contract Compliance Department for goals)

Historic Designation

Yes ___ No ___ (Please attach proof of Historic State and or Federal designation)

Pre and Post Construction, Renovation, or Expansion Requirements

The following required documentation must be submitted with the application prior to any construction, renovation, or expansion to be eligible for the NRA tax rebate program:

1. A copy of the building permit that shows the estimated cost (this is not the permit that is posted on site)
 - a. In some cases, permits are in stages. As an example: footings or demolition will come first before the building permit will be issued
 - b. All permits must be submitted. As an example: a building permit prior to any construction/renovation/expansion
2. Application fee (*if applicable*)
3. Pictures of proposed interior/exterior improvement area
4. A picture of the property with address (*if an existing structure*)
5. An aerial map showing the parcel/property
6. Plans/Renderings:
 - a. Residential new - pdf of house plans
 - b. Residential renovation/addition – project renderings (this can be what was submitted to Building Inspections Department)
 - c. Commercial new – pdf of architectural front elevation drawing

d. Commercial renovation/expansion – pdf of interior/exterior project renderings – this can be what was submitted to Building Inspections Department

7. A list of improvement cost or improvement bid estimates

Prior to receiving a rebate, the following required documentation must be submitted:

1. A Certificate of Occupancy (CO) or an approved Final Inspection Form signed by the Building Inspections Division of NRC
2. Pictures of the completed improvement
3. Receipts or certification of construction expenses

Applicant Signature and Date

Submitted By: _____ / _____ Date: _____
(Please Print) (Please Sign)

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Staff Review of Application

Date application came into this office: _____, 20 ____

Application completed in full and all documentation is attached: Yes _____ No _____

Comments: _____

Approved: _____ Denied: _____

Authorized Signature _____

Part 2 Section B: To be filled out by the applicant

Prior to December 1, following commencement of construction and each succeeding December 1 until and including the year of project completion, the applicant shall complete and sign a new copy of Part 2, Section B of the Neighborhood Revitalization Tax Rebate Incentive Program application, indicating the anticipated status of the project as of the following January 1 to the Economic Development Department Attention: NRA Program, at 701 North 7th Street Room 421 Kansas City, KS 66101

(Please type or print.) Applicant's Name: _____

Property Address: _____

Parcel ID Number: _____

Status of Construction Completion

_____ Incomplete project as of January 1 following commencement
_____ Completed project as of January 1 following commencement

[Intentionally Left Blank]

CERTIFICATION OF TRANSFER OF DEED FOR NRA PROGRAM

Owner or Developer/ Builder: _____

This is to certify that parcel No _____, commonly known as

Kansas City, Kansas, _____, on which _____

has ___ rehabilitated and existing structure, or ___ built a new existing structure, and has
been sold to _____ on the
_____ day of _____, 20___

The deed has been recorded at the Register of Deeds office on the _____ day of
_____ 20___. In book number _____ on page _____

By: _____
Print Name Authorized Signature Date

Please return completed form to:
Unified Government – Department of Economic Development
Attention: NRA Program Staff
701 North 7th Street, Suite 421
Kansas City, Kansas 66101

To: Unified Government Appraiser / Unified Government Treasurer

FROM: Unified Government Economic Development Department

The above certification from the above Owner/Developer/ Builder indicates that the NRA eligible structure was transferred on the date written above.

Pursuant to the terms of the NRA plan please transfer the property Tax Rebate effective the date the deed was recorded.

Authorized NRA Program Staff Signature Title

Date: _____, 20___