**2021-2025 NRA Application: General Information**

The applicant is responsible for the following (as applicable) information and documentation when submitting the NRA application:

* 1. Application information
  2. Property Area, Type, and Use
  3. Improvement
  4. Building Permits
  5. Construction Timeline
  6. Demolition of Structures
  7. 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

**NRA Application 2021-2025**

Date

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 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)

1. The Project is in: (Refer to Map)

Area 1 ⃝

Area 2 ⃝

Area 2 East–State Avenue East Corridor ⃝

Area 2 East–State Avenue West Corridor ⃝

Area 2 East–Leavenworth Road Corridor ⃝

Area 3 ⃝

1. The Special Project Area is:

Retail ⃝, Environmentally Contaminated ⃝, Historic ⃝

1. The Project is: New Construction ⃝, Renovation ⃝, Expansion ⃝

1. The Project is: Residential ⃝, Commercial ⃝, Office ⃝, Industrial ⃝, Retail ⃝, Historic ⃝, Environmentally Contaminated ⃝

1. End use will be: Owner Occupied ⃝, Rental ⃝, Leased ⃝

## **Improvements**

Describe the Improvements (Be specific):

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

|  |  |
| --- | --- |
|  |  |
| **Building Permit**  Estimated cost of improvement: $\_\_\_\_\_\_\_\_\_\_\_\_\_  Building permit value: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Construction Timeline**  Construction commences on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Projected Date of competition\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (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):

## **Tax Credits**

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

Which type of tax credits? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Application Fee**

An application fee of $500.00 is required for all multi-family projects.

An application fee of $1,000.00 is required for commercial, industrial, office, retail, historical, and environmentally contaminated projects.

If the project is in a Special Projects Area and the construction cost is over $3 million, the application fee is $2,000.00.

Make checks out to the Unified Government Treasurer.

**Utilization of Local, Minority, and Women Owned Business Enterprise**

Yes ⃝ No ⃝ (Applicant will contact the UG Contract Compliance Department 913-573-5440 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 at time of application or within 30 days of construction, renovation, or expansion to be eligible for the NRA tax rebate program:

* 1. *If applicable*, A copy of the building permit that shows the estimated cost (not the placard that is posted on site)

1. In some cases, permits are in stages
2. All permits must be submitted
   1. Application fee (*if applicable)*
   2. Pre-pictures of proposed interior/exterior improvement areas
   3. A picture of the property with address (*if an existing structure)*
   4. An aerial map showing the parcel/property
   5. Plans/Renderings:
   6. Residential new - house plans
   7. Residential renovation/addition – project renderings-this can be what was submitted to Building Inspections Department
   8. Commercial new – architectural front elevation drawing
   9. Commercial renovation/expansion – interior/exterior project renderings – this can be what was submitted to Building Inspections Department
   10. A list of improvement cost or improvement bid estimates

**Prior to receiving a rebate, the following required post-construction documents must be submitted within 3 months of project completion:**

1. Certificate of Occupancy (CO) or approved Final Inspection Slip issued by the Building Inspections Division of NRC
2. Pictures of the completed improvements
3. Receipts or certification of construction expenses

## **Applicant Signature and Date**

Submitted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Print Name)*

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

*(Signature)*

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accept ⃝ Reject ⃝

Authorized Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_