

# NEIGHBORHOOD REVITALIZATION TAX REBATE INITIAL ELIGIBILITY CRITERIA

You must answer “yes” to each of the following questions in order to submit a Neighborhood Revitalization Tax Rebate Application

1. Are you the owner of the property?
2. Is the property in the Neighborhood Revitalization Area?
3. Are the taxes on the property current?
4. Will the planned improvement comply with the Zoning Ordinances and all applicable codes?



## APPLICATION PROCEDURES

1. The applicant should obtain an Application for the Neighborhood Revitalization Tax Rebate Incentive Program from the Building Inspections Division concurrent with obtaining a building permit application. However, if the building permit has already been obtained, the applicant should request an application from the Community Development Division.
2. The applicant shall complete and sign Part I of the original application and submit it along with a copy of the building permit to: Community Development Division, Attention: Helen Marie Fotovich, 701 North 7<sup>th</sup> Street, Room 823, Kansas City, KS 66101.
3. 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 A of the Neighborhood Revitalization Tax Rebate Incentive Program application, indicating the anticipated status of the project as of the following January 1. The applicant must submit Part 2, Section B of the application to the Appraiser's Office for valuation consideration.
4. On or before January 1, the County appraiser shall conduct an on-site inspection, review the construction records and determine the new valuation of the real estate, and shall complete Part 2, Section B, of the application and submit the report of the new valuation, along with the revised tax information, by June 1 to the Division of Community Development.
5. Upon determination that the status of the improvements as of January 1 meets the eligibility criteria, the Appraiser's Office shall so certify to the Unified Government Clerk that the project and application meet the requirements for a tax rebate and shall notify the Division of Community Development and the Finance Department that the applicant qualifies for the tax rebate.
6. Upon the payment of the real estate tax for the subject property for the initial and each succeeding tax year extending through the specified rebate period, and within a thirty (30) day period following the date of tax distribution by the Unified Government to the other taxing units, a 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 of Wyandotte County/Kansas City Kansas and the other taxing units participating in an Inter-local Agreement.
7. The Appraiser's Office shall inform the Unified Government Clerk, the Division of Community Development, and Finance Department thirty (30) days prior to the expiration of the final rebate period for each property receiving a tax rebate.

## **CONTENTS OF APPLICATION FOR TAX REBATE**

### **Part 1, Section A**      General Information

**To be completed by Applicant and Building Inspection Division  
and submitted to the Community Development Division**

1. Owner's name
2. Day phone number
3. Owner's mailing address
4. Property address
5. School District Number
6. Parcel identification of property
7. Legal description of property
8. Proposed property use
9. Proof of historical designation
10. Planned improvements
11. Building permit number **(To be filled in by Division of Building Inspection)**
12. Estimated cost of improvements
13. Building permit value **(To be filled in by Division of Building Inspection)**
14. Projected date of completion
15. List of buildings proposed to be or actually demolished
16. Demolition of residential property
  - a. Listing of tenants occupying building when purchased (or present tenants)
  - b. Dates of tenant occupancy or relocation
17. Demolition permit number [if applicable] **(To be filled in by Division of Building Inspection)**
18. Construction commencement date
19. Applicants signature and date

### **Part 1, Section B**      County Appraiser's Statement of Assessed Valuation

To be completed by Appraiser's Office

### **Part 2, Status of Construction Completion**

#### **Section A**

Completed by applicant

#### **Section B.**

Building Inspection Division

#### **Section C**

County Appraiser's statement of percentage requirements

#### **Section D**

Unified Government Clerk's statement of tax status

#### **Section E**

Statement of application conformance for tax rebate

**UNIFIED GOVERNMENT  
OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS  
Neighborhood Revitalization Program  
Application for Tax Rebate**

Part 1-General Information

(To be completed by Applicant and Building Inspection Division and sent to the Division of Community Development))

**Section A**

(Please print or type information)

1. Owner's Name: \_\_\_\_\_ 2. Day Phone: \_\_\_\_\_

3. Owner's Mailing Address: \_\_\_\_\_

4. Property Address: \_\_\_\_\_

5. Parcel Identification Number: \_\_\_\_\_ 6. School District: 500  
(Take Parcel ID number and legal description from your tax statement or call the Unified Government Clerk at 573-2874)

7. Legal description of Parcel: (Use additional sheets if necessary.)

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

8. Proposed property use (Check one (1) in each category below):

A. ☐ Residential      B. ☐ Rental  
   ☐ Non-Residential      ☐ Owner-Occupied

9. Is property listed on the historical register, or does it have historic designation?

☐ Yes      ☐ No      If yes, attach proof

10. What improvements are you planning to do? (Be specific when describing.)

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

11. Building Permit Number: [To be filled out by Building Inspection Division](Attach photocopy)

\_\_\_\_\_

12. Estimated cost of improvements: \$ \_\_\_\_\_

13. Building-permit value: [To be filled out by Building Inspection Division]

\$ \_\_\_\_\_

14. Projected date of completion: \_\_\_\_\_ Actual \_\_\_\_\_ Estimated \_\_\_\_\_

15. List buildings to be demolished: \_\_\_\_\_  
(Use another sheet of paper if needed.)

16. If demolishing a residential structure, complete the following: Number of dwelling units: \_\_\_\_\_  
(List tenants, if known, occupying the building when purchased, or present tenants. Use an extra sheet of paper, if necessary, and attach it to this application.)

Tenant	Date of Occupancy or Relocation
_____	_____
_____	_____
_____	_____
_____	_____

17. Demolition-permit number: [To be filled out by Building Inspection Division] (Attach copy of permit.)  
\_\_\_\_\_

18. Construction to begin on: \_\_\_\_\_, 20\_\_\_\_.

19. Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant's signature)

\_\_\_\_ Homeowner

\_\_\_\_ Company: \_\_\_\_\_  
(Name of company)

**DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY.**

Date application came into this office: \_\_\_\_\_

Date application:

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Comments:

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**UNIFIED GOVERNMENT  
OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS  
Neighborhood Revitalization Program  
Application for Tax Rebate**

**Part 1, Section B:** To be filled out by the Appraiser's Office

(Send the original of Part 1, Section B to the Division of Community Development. Retain a copy for your files.)

**(Please type or print.)**

Applicant's Name: \_\_\_\_\_

Property address: \_\_\_\_\_

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

Parcel ID: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building-permit number: \_\_\_\_\_

As of today: \_\_\_\_\_, 20\_\_\_\_ the assessed valuation is as follows:

Land           \$ \_\_\_\_\_

Improvements \$ \_\_\_\_\_

Total         \$ \_\_\_\_\_

Based upon the proposed improvements, associated costs, and all information pertaining to this project supplied by the applicant, it has been ascertained that this endeavor:

\_\_\_ May possibly qualify for a tax rebate.

\_\_\_ Will not qualify for a tax rebate.

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

County Appraiser's Office

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

**UNIFIED GOVERNMENT  
OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS**  
Neighborhood Revitalization Program  
Application for Tax Rebate

**Part 2**

(Send the original of Part 2 to the Division of Community Development *after* the Clerk's Office has filled out their part. Each office is asked to retain a copy of Section 2 for their files.)

**Section A:** To be filled out by the applicant

(Please type or print.)

Applicant's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Building Permit Number: \_\_\_\_\_

**Status of Construction Completion**

\_\_\_ Incomplete project as of January 1 following commencement

\_\_\_ Completed project as of January 1 following commencement

\_\_\_\_\_  
Applicant's Signature

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

**Section B. To be filled out by Building Inspection Division.** (Attach a copy of the final building inspection to this document.)

A final inspection has been done on the improvements that were made to the structure on this parcel of land.

\_\_\_ The improvements made on this structure have passed inspection.

\_\_\_ The improvements made on this structure have not passed inspection.

**Section C: To be filled out by the County Appraiser's Office**

**County Appraiser's Statement of Percentage Requirements**

	Assessed Value Prior to Improvements	Assessed Value After Improvements	Assessed Value Subject to Rebate
Land	\$ _____	\$ _____	\$ _____
Improvements	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____

After careful determination, it has been decided that the added improvements made to the structure on this parcel of land:

\_\_\_ Meets the required \_\_\_\_\_% increased new assessed valuation.

\_\_\_ Does not meet the required \_\_\_\_\_% increased new assessed valuation.

\_\_\_\_\_  
County Appraiser's Office

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

**Section D: To be filled out by the Unified Government Clerk Office**

As of today \_\_\_\_\_, 20\_\_\_\_ taxes on this parcel of land

\_\_\_\_ Are current  
\_\_\_\_ Are not current.

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

\_\_\_\_\_  
Unified Government Clerk's Office

**Section E. Statement of Application Conformance for Tax Rebate**

Based on the information supplied by the applicant, the Building Inspection Office, the Appraiser's Office, and the Unified Clerk's Office, a determination has been made that the improvements made to the structure on this parcel of land:

\_\_\_\_ Are in conformance with the requirements of the Unified Government of Wyandotte County/Kansas City Kansas Neighborhood Revitalization Program.

\_\_\_\_ Are **not** in conformance with the requirements of the Unified Government of Wyandotte County/Kansas City Kansas Neighborhood Revitalization Program.

Reason(s) these structural improvements are not in conformance with the requirements for the tax rebate:

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

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

\_\_\_\_\_  
Certifying Unified Government Division