



Multifamily Housing Property Tax Exemption Application

Program Requirements (Per Ellensburg City Code Chapter 2.30.)

The proposed project must meet the following general criteria to be eligible for special valuation:

1. The project must be located within City's Central Commercial zone as defined by Chapters 13.06 (official zoning map) and 13.28 ECC.
2. The project must include at least four units of multifamily housing within a residential structure or as part of a mixed-use development. A minimum of four new units must be constructed or at least four additional multifamily units must be added to existing occupied multifamily housing. Existing multifamily housing units that has been vacant for 12 months or more do not have to provide additional units.
3. The project must not displace existing residential tenants of structures that are proposed for redevelopment, unless the applicant has provided each existing tenant housing of comparable size, quality, and price and a reasonable opportunity to relocate. Existing dwelling units proposed for rehabilitation must fail to comply with one or more standards of applicable building or housing codes in ECC Title 3, the rehabilitation improvements shall achieve a condition of substantial compliance with the applicable building, construction, and housing codes contained in ECC Title 3 and all uniform codes adopted pursuant to ECC Title 3. Applications for new construction cannot be submitted for vacant property upon which an occupied residential rental structure previously stood during any portion of the 12-month period immediately preceding submission of the application, unless the applicant had provided each displaced tenant housing of comparable size, quality, and price and a reasonable opportunity to relocate.
4. New construction multifamily housing and rehabilitation improvements must be scheduled to be completed within three years from the date of the approval of the application.
5. The project must be designed to comply with the City's comprehensive plan, building, housing and zoning codes and any other applicable regulations in effect at the time the application is approved. New construction must comply with the International Construction Code. The project must also comply with any other standards and guidelines adopted by the City Council for the area in which the project will be developed. [Ord. 4488 § 4, 2007]
6. The project must not displace existing commercial space, occupied or unoccupied, located on the first floor of structures that are proposed for redevelopment, except for the limited purposes of providing stairway and or elevator ingress and egress to and from the street front and/or alley frontages, so long as such displacement does not exceed 25 percent of the existing commercial space.
7. For the project to qualify for the 12-year tax exemption, it must meet the affordable housing requirements as described in RCW 84.14.02 (1)(B)

Questions? Call the Community Development Dept. at 509-962-7231

APPLICATION

Multifamily Housing Property Tax Exemption (Pursuant to Chapter 2.30 of the Ellensburg City Code)

Applicant's Information

Owner: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

Owner's Representative: _____
(if applicable)

Address: _____

Phone: _____ FAX: _____

Email: _____

Contact name and number: _____

Note: This application is intended to be signed by the building owner of record. The application may be rejected or additional documentation required if the signer is other than the building owner of record.

Property Information

Interest in property:

Fee Simple Contract purchase Other (describe) _____

County Assessor's parcel account number(s): _____

Street Address: _____

Legal Description (Attach separate sheet if needed):

Residential Targeted Area (See ECC2.30.040 (A)): _____

Project Information

Project Name or Designation: _____

Brief written description of the project (preliminary conceptual design, description of unit finishes, site plan and floor plans of the units and structure must be submitted with this application):

Type of Project (check all that apply):

Residential Rental Residential For-Sale Mixed Use

Number of Dwelling Units Proposed: Rental _____ For Sale _____ Total _____

Floor area: Building total (sq. ft.) _____ For permanent residential occupancy (sq. ft.) * _____

Unit Information

Unit Type (# BRs)	Total # of units	Approx. avg. sf.	Projected rent or sales price – market rate units	# of units – affordable	Projected rent or sales price – affordable units
Total					

Non-residential Space (if applicable)

Description _____

Floor Area (sq. ft.) _____

Affordability. To be granted the tax exemption, the owner must agree to meet the following requirements: (please affirm by checking one).

- For Rental Projects: at least 20% of the units affordable price to low and/or moderate income households.
- For Homeownership Projects: units affordable price to low and/or moderate income households. The units must be identified.

Construction costs and permit status:

Projected total cost of new construction/rehabilitation: \$ _____

If mixed use, projected cost of residential improvements: \$ _____

Estimated construction start date: _____ Estimated completion date: _____

List permits (with permit numbers) and approvals obtained as of the date of tax exemption application:

CHECK ALL THAT APPLY:

New Construction. Will any occupied housing units be demolished? YES NO

Were any occupied housing units demolished in the past 12 months on this site? YES NO

Date of demolition (if known): _____

of existing units to be demolished _____ # of units demolished in past 12 months _____

If yes, will any residents be displaced, or have any residents been displaced, as part of this project? YES NO

Rehabilitation of Vacant Units. # of vacant housing units _____

Date units last occupied: _____ Building is is not in compliance with applicable building and housing codes.

- Sign (before a Notary Public) the Rehabilitation of Vacant Building Affidavit (form available from Office of Housing) and attach to this Application if you are rehabilitating a vacant multifamily housing structure.
- Attach verification from the Department of Planning and Development if building is not in compliance with building and housing codes.

Rehabilitation of Occupied Units. Will four or more additional units be created as part of a rehabilitation project? YES NO

If yes, will any residents be displaced as part of this project? YES NO

Attachments to Application

Please attach and check the following:

Initial Application Fee made out to City of Ellensburg Community Development (base fee of \$150.00 plus \$25.00 per multifamily unit up to a maximum total fee of \$300), with an additional fee of \$100.00 to cover the Kittitas County Assessor's administrative costs.

Preliminary conceptual design, including site plan and floor plans of the multifamily units and the overall structure.

- [] For rehabilitation of existing vacant structure, verification of non-compliance with applicable building and housing codes.
- [] For rehabilitation of an existing vacant structure, verification of non-compliance with applicable building and housing codes.
- [] Representative photographs of site and exterior of any existing structures on property.
- [] If applicable, copies of permits/approvals already received for this project.
- [] If applicable, an explanation of how the property will satisfy the affordable housing commitment proposed.

Statement of Potential Tax Liability

If the exemption is canceled for non-compliance an additional tax will be imposed that includes: (a) the difference between the tax paid and the tax that would have been owed if it had included the value of the non-qualifying improvements dated back to the date that the improvements became non-qualifying; (b) a penalty of 20% of the difference; (c) interest at the statutory rate on the tax and penalties calculated from the date the tax would have been due without penalty if the improvements had been assessed without regard to the exemptions provided by Chapter 84.14 RCW and Chapter 2.30 ECC.

Owner's initials: _____

Certification

As owner(s) of the land described in this application, I/We hereby indicate by my/our initials below that I/we are aware of the additional tax liability to which the property will be subject if the exemption authorized by Chapter 84.14 RCW and Chapter 2.30 ECC is canceled.

Owner's initials: _____

I/We declare under penalty of perjury under the laws of the State of Washington that the information contained in this Application and any attachments are accurate and correct to the best of my/our knowledge.

Owner's Signature

Date

Print Name

Title

Co-Owner's Signature

Date

Print Name

Title