

SPECIAL VALUATION FOR IMPROVEMENTS TO HISTORIC PROPERTY
CITY OF ELLENSBURG APPLICATION / CHECKLIST

PROPERTY OWNER:	CONTACT:
Name_____	Name_____
Address_____	Address_____
_____	_____
Telephone No.'s _____	
FAX No. _____	E-mail Address _____
Address of property:_____	
Legal Description _____	

Tax Parcel No. _____	

Ellensburg Landmark _____ Contributing* to the Downtown Historic District _____ Contributing* to the First Railroad Historic District _____
 (* Contributing as defined in the Rules and Procedures of the Landmarks and Design Commission.)

The following materials must be submitted before a project is considered complete and can be scheduled for a Landmarks & Design Commission meeting. **All projects must have begun within a 24-month period. Application deadline for Special Valuation is October 1 to qualify for the following tax year.**

For Office Use Only

Fees:

Commercial Building \$350 _____ Multi-family Building \$350 _____ Residential Single-family Building \$250 _____

Receipt No. _____ Date paid _____

_____ Application received from Kittitas County Assessor on _____ within ten working days of receipt.
 _____ Reviewed for completeness _____ Verified legal owner and legal description

_____ Comprehensive exterior and interior photographs of the property before and after rehabilitation.

_____ Architectural plans or other legible drawing depicting the completed project.

_____ Notarized affidavit attesting to the actual cost of rehabilitation work, attached to an itemized list of those expenditures. (No receipts please!)

_____ Statement from the City indicating that the property is a contributing historic structure, (if located in Historic District).

Application complete _____ Meeting scheduled for _____.

Application incomplete _____ More information required:

Application reviewed by _____