

**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 _____