

**Residential Tax Incentive Program**  
**Single Family Application**  
**(1-3 Units)**

Renovation and Residential Conversions

**MARKET READY APPLICATION**

**RENOVATIONS ONLY**

**Phase One:** Pre-Construction Conditional Approval for Tax Abatement for **Three or Less**

Certification consist of a two-phase application process: Phase 1 (Pre-Construction) and Phase 2 (Post Construction)

# of total project units	Application Fee	<b>FOR OFFICE USE ONLY:</b>	
1-3 units	\$100.00	Permit Date: <input type="text" value="-"/> <input type="text" value="-"/>	App. Fee <input type="text" value="\$"/>
Please make checks payable to City of Columbus Treasurer and forward to address below:		City Agr. Date: <input type="text" value="-"/> <input type="text" value="-"/>	Check # <input type="text"/>
City of Columbus, Dept. of Development/Housing Division, Attn: Michelle Castrogiovanni 111 N Front St., 3 <sup>rd</sup> Fl., Columbus, OH 43215		Final Plan Date: <input type="text" value="-"/> <input type="text" value="-"/> <input type="checkbox"/> N/A	Staff Initials: <input type="text"/>

Permits issued between 9/30/18 and 12/31/18 must include a copy of all applicable Review Body Approvals (Zoning, Historic, Architectural, Area Commission, etc.) **required prior to** issuance of permit.

**Section 1 – Property Owner and Developer Information**

☐ Check here if you have applied for a parcel split. The reassigned parcel number must be included on the Phase 2 application.

**Master Parcel Identification No.:**  **Year Built:**

**Property Address:**  **Zip Code:**

**FOR RENOVATION ONLY**

Current Assessed Value (Taxable Improvements)  
as indicated on Franklin County Auditor's website.

\$

**# of Units:**  **# of Bldgs.**

**Property Owner:**

**Developer (if applicable):**  **Contact Name:**

**Mailing Address (if different):**

**Phone Number:**  **Email Address:**

**INSTRUCTIONS:**

- Any communication prior to abatement approval will be sent via email. Please include email address for all parties to receive notifications.
- Parcels pending reassignment numbers may complete Phase 1 application with the parent/master parcel number. Submit separate Phase 2 applications and supporting documentation for each parcel number.

**Section 2 – Property Information**

**A. Community Reinvestment Areas (CRA):**

Your property must be located within one of the following CRA's. (maps and additional information is available on our website): <https://columbus.gov/housingdivision/residentialtaxincentives/>

- |   |  |
|---|--|
| <input type="checkbox"/> AC Humko           | <input type="checkbox"/> Kenny and Henderson |
| <input type="checkbox"/> Fifth by Northwest | <input type="checkbox"/> Quarry              |
| <input type="checkbox"/> Grandview Crossing | <input type="checkbox"/> Short North         |

**B. Construction & Occupancy Type (required):**

**1. Type of Improvement:**

- ☐ Renovations - (alter, remodel or improve existing structure)
- ☐ Conversion of Non-residential to Residential
- ☐ New Garage

**2. Occupancy (choose one):**

- ☐ Owner-occupied                      ☐ Rental

**C. Construction Information:**

**1. Renovation**

a. Estimated total cost of Renovation:

\$

**2. Certified House Number/Address Plat for New Construction (Attach) ☐**

**3. Written Description (Attach) ☐**

- a. Submit a separate (1) one page narrative of improvements to include Scope of Work and the following information: 1) Total Square Footage 2) Number of bedrooms and baths 3) Garage spaces and include if garage is attached or detached.

**4. Bid Estimate from contractor (Attach) ☐**

**5. Projected Completion Date:**

/ /

**6. Permit Number Required – No Exceptions! (Attach) ☐**

**7. Submit the following Photos:**

- a. Pre-construction photos: 1. Front and rear of property to be renovated. 2. Interior completed projects. (Attach) ☐

**Section 4 – Certification**

**D. Applicant Certification for Phase One Preconstruction Application:**

**Does Property Owner owe:**

1. Any delinquent taxes to the State of Ohio or a political subdivision of the State? **Yes** ☐ **No** ☐
2. Any other monies to the State or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not? **Yes** ☐ **No** ☐

If yes to either of the above, please provide on a separate sheet of paper details of each incident, including the date, location, amounts and case or identification numbers (Attach to Application).

I declare under the penalties of falsification (ORC Section 9.66(C)(1) and 2931.13(D)(1)) that this application for exemption of real estate taxes due to improvements, including all accompanying documents and statements, has been examined by me, and to the best of my knowledge are true, correct, and complete.

Submission of this application expressly authorizes the City of Columbus to confirm statements contained within this application and to review applicable confidential records. As part of this application, the applicant authorizes the City of Columbus to request, directly to the City Division of Income Tax and/or the Ohio Department of Taxation, to release specific tax records to the City of Columbus, should issues of delinquent taxes arise.

\_\_\_\_\_  
Signature of owner or authorized company representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

**Electronic signatures are not acceptable. Please mail or submit application in-person to the following address:**

**Department of Development, Housing Division  
Attn: Michelle Castrogiovanni, Residential Tax Incentive Program  
111 N. Front Street, 3rd Floor  
Columbus, OH 43215**

For more information, please call Michelle Castrogiovanni at  
(614) 645-3219 or [mrcastrgiovanni@columbus.gov](mailto:mrcastrgiovanni@columbus.gov). Please visit our web site at:  
<https://columbus.gov/housingdivision/residentialtaxincentives/>

**HOUSING DIVISION**

Residential Tax Incentive Program

SINGLE FAMILY

(1-3 Units)

Renovation/Residential Conversions

PHASE 2

MARKET READY APPLICATION

RENOVATIONS ONLY

**Phase Two:** Post Construction Certification for Tax Abatement for **Three or Less Units**

**A. Community Reinvestment Areas (CRA):**

Your property must be located within one of the following CRA's. (maps and additional information is available on our website): <https://columbus.gov/housingdivision/residentialtaxincentives/>

- |   |  |
|---|--|
| <input type="checkbox"/> AC Humko           | <input type="checkbox"/> Kenny and Henderson |
| <input type="checkbox"/> Fifth by Northwest | <input type="checkbox"/> Quarry              |
| <input type="checkbox"/> Grandview Crossing | <input type="checkbox"/> Short North         |

**B. Occupancy (choose one):** ☐ Owner-occupied ☐ Rental

Section 1 – Property Owner and Developer Information

<input type="checkbox"/> Check here if the property has a new reassigned parcel number and indicate below.		Year Built:	<input type="text"/>
Master Parcel #:	<input type="text" value="010-"/>	Reassigned Parcel #:	<input type="text" value="010-"/>
Property Address and Zip Code:	<input type="text"/>	# of Units:	<input type="text"/>
		# of Bldgs.	<input type="text"/>
Project Name (if applicable):	<input type="text"/>	Contact Name:	<input type="text"/>
Property Owner:	<input type="text"/>		
Mailing Address: (if different)	<input type="text"/>		
Phone Number:	<input type="text"/>	Email Address:	<input type="text"/>

**Section 2 – Final Construction Information:**

1. NEW GARAGE      YES ☐ NO ☐

Permit #

Closed Date:

 /  / 

2. **RENOVATION:** - (alter, remodel or improve existing structure)

If applying for Renovation, please **complete** and **submit** the following:

a. **COST:** Total actual cost of Renovation

\$

- **SUPPORTING COST DOCUMENTATION:** Include with the application invoices and supporting documentation **and** one of the acceptable documents listed below: **(Attach)** ☐

**Acceptable documentation:**

- i. Notarized List to include general categories of the work completed, the date the work was completed, and each category's expense. A labor cost for your own work can also be included.
- ii. Notarized Statement to accompany your spreadsheet of actual cost.
- iii. AIA Application and Certificate for Payment Document G702
- iv. Financial institution draw payments and a description of the work completed.
- v. Financial institution cancelled checks (front and back copied) with accompanying list of total cost.

b. **PERMIT: Building Permit Number** **(Attach)** ☐

c. **CERTIFICATE OF OCCUPANCY/CLOSED PERMIT** **(Attach)** ☐

Certificate of Occupancy form is required for all New Construction, with the exception of garages. A Closed Permit/Building Card Certificate of Occupancy signature or a printout of the Closed Final Inspection may be submitted for completed Renovations. Building and Zoning Services **Citizen Access Portal** can be accessed at <https://www.columbus.gov/bzs/> or contact them at (614) 645-7433 to obtain more information.

d. **OWNERSHIP:** Closing Disclosure, County Auditor Summary or Deed **(Attach)** ☐

e. **PHOTOS:** Post-construction photos of front, rear, and interior completed project. **(Attach)** ☐

**Section 3 – Certification**

**D. Applicant Certification for Phase Two Certification Application:**

I declare under the penalties of falsification (ORC Section 9.66(C)(1) and 2931.13(D)(1)) that this application for exemption of real estate taxes due to improvements, including all accompanying documents and statements, has been examined by me, and to the best of my knowledge are true, correct, and complete.

Submission of this application expressly authorizes the City of Columbus to confirm statements contained within this application and to review applicable confidential records. As part of this application, the applicant authorizes the City of Columbus to request, directly to the City Division of Income Tax and/or the Ohio Department of Taxation, to release specific tax records to the City of Columbus, should issues of delinquent taxes arise.

\_\_\_\_\_  
Signature of owner or authorized company representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

Electronic signatures are not acceptable. Please mail or submit application in-person to the following address:

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**Please Note:**

1. **DO NOT** e-mail Applications.
2. Incomplete Applications **will** be delayed.
3. Applicant agrees to supply additional information upon request.
4. Property will be subject to annual exterior inspection during the abatement period.
5. Contact Economic Development at (614) 645-8616 for Non-Residential Tax Incentives.