

HOUSING DIVISION

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

New Construction/Renovation/Residential Conversions

READY FOR OPPORTUNITY APPLICATION

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
1-3 units	\$100.00

Please make checks payable to City of Columbus Treasurer and forward to address below:

City of Columbus, Dept. of Development/Housing Division
Attn: Michelle Castrogiovanni
111 N Front St., 3rd Fl., Columbus, OH 43215

FOR OFFICE USE ONLY:

Application Fee: \$

Check #

Staff Initials:

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.:

010 -

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.
- Submit a copy of City of Columbus Certified House Number/Address Plat to confirm address for all new construction projects or properties with addresses that are not reflected on the county's website.

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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/>

- ☐ Franklinton: Area G ☐ Linden

B. Construction & Occupancy Type (required):

1. Type of Improvement:

- ☐ New Construction - (new build without existing structure or new separate living unit)
☐ 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. New Construction

- a. Estimated total cost of New Construction:

\$

2. Renovation

- a. Estimated total cost of Renovation:

\$

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

4. 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.

5. Bid Estimate from contractor (Attach) ☐

6. Projected Completion Date:

/ /

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

8. Submit the following Photos:

- a. Pre-construction photos: 1. Front and rear of property to be renovated. 2. Interior completed projects. (Attach) ☐
b. New Construction: 1. Elevations 2. Photos of properties or vacant land on either side and directly across the street. 3. Interior completed projects. (Attach) ☐

READY FOR OPPORTUNITY APPLICATION

Section 3 – 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 mrcastrogiovanni@columbus.gov. Please visit our web site at: <https://columbus.gov/housingdivision/residentialtaxincentives/>

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HOUSING DIVISION

Residential Tax Incentive Program

SINGLE FAMILY

(1-3 Units)

New Construction/Renovation/Residential Conversions

PHASE 2

READY FOR OPPORTUNITY APPLICATION

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/>

☐ Franklinton: Area G

☐ Linden

B. Occupancy (choose one):

☐ Owner-occupied

☐ Rental

Section 1 – Property Owner and Developer Information

☐ Check here if the property has a new reassigned parcel number and indicate below.

Year Built:

Master Parcel #:

010-

Reassigned Parcel #:

010-

Property Address
and Zip Code:

of Units:

of Bldgs.

Project Name (if applicable):

Contact
Name:

Property Owner:

Mailing Address:
(if different)

Phone Number:

Email Address:

READY FOR OPPORTUNITY APPLICATION

Section 2 – Final Construction Information

1. NEW GARAGE YES ☐ NO ☐

Permit #

Closed Date:

2. NEW CONSTRUCTION

If applying for New Construction, please **complete** this section, and **submit** the following:

Choose One: ☐ (new construction **without** existing structure)
☐ (new construction with existing walls **and** separate residential occupancy)

a. **COST**: Total actual cost of New Construction

\$

- **SUPPORTING COST DOCUMENTATION** (Attach)

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

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

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

e. **PHOTOS**: Photo copies of front and back of property and completed project (Attach) ☐

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:

- 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.
- Notarized Statement to accompany your spreadsheet of actual cost.
- AIA Application and Certificate for Payment Document G702
- Financial institution draw payments and a description of the work completed.
- 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) ☐

READY FOR OPPORTUNITY APPLICATION

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:

**Department of Development, Housing Division
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For more information, please call Michelle Castrogiovanni at (614) 645-3219 or mrcastrogiovanni@columbus.gov. Please visit our web site at: <https://columbus.gov/housingdivision/residentialtaxincentives/>

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.