

CITY OF SPOKANE —
DEVELOPMENT INCENTIVES DEPARTMENT
Application for Tax Exemption on Multi-Family Units
Within a Designated Residential Target Area

NOTE TO APPLICANT: Please answer each question completely. If more space is needed, attach additional paper. If you have any questions about this application, do not understand the questions, or need additional information regarding regulations or policies of the City of Spokane, city staff will be happy to assist you.



This application must be submitted *BEFORE* any applications for building or other construction permits.

PROGRAM REQUIREMENTS

The project must meet the following criteria for special valuation on multi-family property:

1. Located within a residential target area in an urban center designated for the tax incentive program by the City.
2. Does not displace any existing residential tenants from the property proposed for development without providing residents with comparable housing and opportunities to relocate.
3. Multi-family or mixed-use project which provides a minimum of four dwelling units.
4. Completed within three years from the effective date of the Conditional Certificate of Acceptance of Tax Exemption.
5. Designed to comply with all building codes, zoning and other applicable regulations.

The Applicant must sign a contract with the City agreeing to conditions of project development.

NOTE: The Assessor may require owners to submit pertinent data regarding the use of classified land.

Name of Applicant _____ Date _____

Address of Applicant _____ Phone _____

Name of Owner(s) _____

Owner Address: _____ Phone _____

Applicant email _____ Owner email _____

Owner(s)' Interest in Property: [] Fee Simple [] Contract Purchaser [] Other (Describe) _____

PROJECT INFORMATION

Project Address: _____ Project Name: _____

County Assessor's parcel number(s): _____ Year Constructed: _____

Residential-Use Target Area _____ Zoning designation: _____

Legal Description: _____

Preliminary Plans are attached: [] Site Plan and [] Floor Plan

Describe building use upon project completion: _____

Square footage for: Total project _____, Dwelling units (range) _____, Average dwelling unit _____,

Commercial _____, # Parking spaces for each dwelling unit _____, # Parking spaces for commercial _____

[] Mixed-use Project: At least 50% of the space is intended for permanent residential occupancy.

Type of housing units: [] Apartments: _____ # units rented at \$ _____/mon.; _____ # units rented at \$ _____/mon.

[] Condominiums (range of unit sale prices: \$ _____; average unit sale price: \$ _____)

_____ % of units affordable to low incomes (≤80% AMI), _____ % of units affordable to moderate incomes (80-115% AMI)

(“Affordable” housing means that housing costs including utilities other than telephone do not exceed 30% of the occupant’s monthly income.)

Estimated total project cost: \$ _____ Source of Cost Estimate: _____

Expected date to start project: _____ Expected date to complete project: _____

Type of Project: Check only the boxes that apply to your project.

New Construction: # units planned: _____

Conversion of Existing Structure: # units planned: _____

Current use is: commercial industrial mixed-use

Rehabilitation of Multi-Family Structure:

Existing units are occupied and applicant has provided each existing tenant with housing of comparable size, quality and price and a reasonable opportunity to relocate. Project creates _____ [#] additional units (must be at least 4).

Existing units have been continuously vacant for 12 or more months, since _____ [last date of occupancy]. There are _____ [#] existing vacant units. Of those, _____ [#] will be rehabilitated (must be at least 4).

Existing units have been vacant since _____ which is less than 12 months. Project includes rehabilitation of all _____ [#] of the existing units, plus creation of _____ [#] additional units (must be at least 4).

Verification of Code Non-Compliance letter is attached and states that existing residential units are not in compliance with the City’s housing and building codes. (required for rehabilitation projects, as well as demolition to prepare for new construction)

“Before” photos are attached showing key features of the property prior to commencement of the project.

STATEMENT OF POTENTIAL TAX LIABILITY

Note: ADDITIONAL TAX MAY BE DUE UPON CANCELLATION OF EXEMPTION.

1. The property owner acknowledges the potential tax liability if and when the property ceases to be eligible for exemption.
2. The owner is aware that the tax exemption must be cancelled if the property is converted from multi-family to another use.
3. The property owner understands that if they decide to convert the multi-family housing to another use, or if applicable, if the owner intends to discontinue compliance with the affordable housing requirements, the owner must notify the Development Incentives Director and the Spokane County Assessor within 60 days of the change in use or intended discontinuance.

APPLICATION FEE

Application fee paid: \$450 + (\$80x _____ [# units]) = \$ _____ (\$80 for each dwelling unit up to an additional \$560)

AFFIRMATION

As **owner(s)** of the land described in this application, I hereby indicate by my signature that I am aware of the additional tax liability to which the property will be subject if the exemption authorized by Chapter 375, 1995 Laws is cancelled. I declare under penalty of perjury under the laws of the State of Washington that this application and any accompanying documents have been examined by me and that they are true, correct, and complete to the best of my knowledge.

Signed at _____, Washington, this _____ day of _____ 20_____.

Signature(s) of all **Owner(s) and Contract Purchaser(s)**

For Staff Use Only:	
<input type="checkbox"/> Application signed by owner(s)	<input type="checkbox"/> Site Plan and Floor Plan received
<input type="checkbox"/> Application fee received: \$ _____	<input type="checkbox"/> Verification of Code-Noncompliance received (if applicable)
<input type="checkbox"/> Project will provide the required number of units	<input type="checkbox"/> Project address is located in a residential target area, zoned for MF
Application has not yet applied for building or other construction permits. <input type="checkbox"/> “Before” photos attached.	