

APPLICATION PROCEDURE

Prior to filing the application for tax rebate, you will need to the following:

- Meet with and obtain an application from the Gove County Appraiser's Office or download from the Economic Development Website.
- Prior to the commencement of construction on any improvement or new construction for which a tax rebate will be requested, the applicant-owner will complete Part 1 of the application. Requests must be received and approved before commencement of construction. There will be NO exceptions.
- Part 1 of the application must be filed with the County Appraiser's Office with a non-refundable \$50.00 application fee prior to the commencement of construction.
- The County Appraiser's Office will return a copy of Parts 1 and 2 to the applicant within fifteen (15) working days, indicating approval or denial of the project.
- The County Appraiser's Office will forward a copy of Parts 1 and 2 to the County Clerk for notification and information purposes.
- Copies of the application will also be forwarded to the Economic Development Office for monitoring purposes.
- For any improvement that is only partially completed as of January 1, following the commencement of construction: The owner-applicant will file Part 3(a) of the application with the County Appraiser indicating the status of construction on January 1st.
- For any improvement that is completed on or before January 1st, following the commencement of construction: The owner-applicant will file Part 3(b) of the application with the County Appraiser on or before the 15th day following completion, preceding the commencement of the tax rebate period, certifying the completion of construction.
- The County Appraiser will conduct an on-site inspection of the construction project (improvement, rehabilitation, or new) and determine the new valuation of the real estate accordingly. The valuation is then reported to the County Clerk by June 15th. The tax records will be revised.
- Upon completion of the project and final filing of Part 3, and determination of the new valuation of said real estate, the form will be filed with the County Clerk and the County Appraiser certifying the project is in compliance with the eligibility requirements for a tax rebate. The owner-applicant will be notified with five (5) working days.
- You must complete the Application for Rebate form and submit the form to the County Treasurer when received on/or about November 1st (approximate date of mailing statements). The deadline for filing the Application for Rebate will be the same as the tax payment deadline.
- If approved, the application will be processed through the County Clerk's Office.
- Once the taxes have been paid in full, the County Treasurer will process the Application for Rebate payment at the next occurring time for the distribution of taxes which follows the approval for payment of an Application for Rebate.
- If the Application for Rebate is not approved, the taxpayer may appeal the decision to the Gove County Commissioners.
- Taxing entities being rebated as part of this plan are as follows: County of Gove, City of Grinnell, City of Park, City of Gove, City of Quinter, City of Grainfield, City of Grinnell, USD #292, USD #293, USD #291.
- **This rebate is applicable ONLY to properties or improvements where the appraised value (new or improved) is GREATER than \$25,000.**

BEFORE THE COUNTY APPRAISER OF GOVE COUNTY, KANSAS

IN THE MATTER OF QUALIFICATION OF PARCEL NO. _____

FOR PARTICIPATION IN NEIGHBORHOOD REVITALIZATION PLAN

APPLICATION TO QUALIFY AND TO PARTICIPATE

PART 1

1. OWNER'S NAME _____

2. OWNER'S SOCIAL SECURITY NO. _____

3. (A) OWNER'S MAILING ADDRESS: _____

(B) OWNER'S PHONE NO. _____

4. PROPERTY ADDRESS: _____

5. LEGAL DESCRIPTION OF PROPERTY: (attach separate sheet if more space is needed)

6. APPLICATION FEE: \$_____ 7. BUILDING PERMIT NO. _____ (if applicable)

INTENDED USE AND CLASSIFICATION OF PROPOSED IMPROVEMENT

(Circle word applicable in 8, 9, 10, and 11 below)

8. RESIDENTIAL COMMERCIAL INDUSTRIAL AGRICULTURAL RECREATIONAL OTHER

9. NEW REHABILITATION

10. RENTAL OWNER OCCUPIED

11. if residential: SINGLE FAMILY MULTIPLE FAMILY _____ No. Units

12. (A) DESCRIBE PROPOSED IMPROVEMENTS: (Also attach drawings with dimensions)

(B) Buildings to be razed, if any: _____

13. ESTIMATED DATE CONSTRUCTION TO BE COMMENCED: _____

14. ESTIMATED DATE CONSTRUCTION TO BE COMPLETED: _____

15. Applicant agrees and acknowledges that: (a) Applicant has received, read and understands the criteria for qualification and the procedure to be completed to qualify. (b) Applicant will follow all required procedures, (c) Within 15 days after completion, applicant will report such completion to the County Appraiser. (d) If construction is not completed on the January 1st following approval of this Application, Applicant will report such fact to the County Appraiser prior to January 15 next following, (e) Any approval issued pursuant to this Application becomes null and void one year from date of approval if construction is not commenced prior to the expiration of such one year period, and (f) If construction is not completed on the second January 1st following County Appraiser's approval under Part II, then such approval becomes null and void and all construction completed, if any, will not be eligible to participate in the Rebate Program.

Under penalty of perjury, I hereby state that all information contained in the above Application is true and correct.

Landowner _____

COUNTY APPRAISER'S ACTION ON APPLICATION

PART II

Subject to meeting the minimum increase in appraised value directly attributable to the improvement requirement of \$25,000.00, the above application is hereby (Circle word applicable):

CONDITIONALLY APPROVED

DENIED

County Appraiser

Date

OWNER'S REPORT(S) OF STATUS OF CONSTRUCTION

PART III

- (a) (To be used only if construction not completed on the January 1st first following date of County Appraiser's Approval under Part II).

Construction and improvement was not completed on the January 1st first following date of County Appraiser's Approval under Part II. Estimated completion date is _____.

Owner's Signature

Date

- (b) (To be used only when Construction is completed)

All Construction and Improvement described in Application was completed on _____

Owner's Signature

Date

PART IV

Based upon the Owner's report under Part III (b) above and on an on-site inspection by the undersigned County Appraiser and/or a Deputy County Appraiser of the parcel of real estate described in the Application the County Appraiser FINDS and ORDERS the following final action on the Application:

- (a) The Application is finally approved and it is determined that the construction and improvement completed pursuant to the Application resulted in an increase in the appraised value of the parcel of real estate described in the Application which is directly attributable to such Construction and Improvement in the amount of \$_____

or

- (b) The Application is finally rejected and denied for the following reasons: _____

County Appraiser's Signature

Date