PROJECT COMPLETION APPLICATION COMMERCIAL TAX ABATEMENT



CITY OF CINCINNATI COMMUNITY REINVESTMENT AREA

RENOVATION AND NEW CONSTRUCTION

COMMERCIAL, INDUSTRIAL, MIXED-USE, AND MULTI-UNIT (4 OR MORE UNITS)

Land Use: Commercial Industrial Mixed-Use Describe the break down in use: List Number of dwelling units Square Footage of non- residential Multi-Unit (4 or more units): List Number of dwelling units New Construction	Please indicate if the project met Leadership in Energy and Environmental Design (LEED) levels as defined by the U.S. Green Building Council (www.usgbc.org) Project is not LEED-certified LEED Certified LEED Silver LEED Gold LEED Platinum A copy of your LEED For Homes Certificate MUST accompany a request for the LEED abatement. The project must have been approved in advance as a
Renovation	LEED project.
Address of subject property:	Zip: 452
Hamilton County Auditor Parcel ID#:	
City of Cincinnati Neighborhood:	Year Residence Built
The subject property must be located within the City of	of Cincinnati.
Name of real property owner(s):	Phone:
Address of real property owner(s):	
Address of real property owner(s).	
Main Contact Name:	
Phone:	
Main Contact email address:	
Description of the project:	

PLEASE COMPLETE AND SUBMIT THE FOLLOWING FOR PROPERTY RENOVATION: A copy of all **closed** Building Permit(s) and /or the Certificate of Occupancy issued for the work claimed. Please call your contractor or the Department of City Planning and Inspections at (513) 352-3271 to obtain the closed permits. Additional information regarding permits may be obtained at this web address: http://www.cagis.hamiltonco.org. Prior to submitting this application, please review the status of your permits on this website to ensure that each permit at each address in the project has a status of CLOSED or FINAL. ☐ Total cost of improvements: \$ You must document at least \$40,000 in costs. Include documentation to support cost of improvements. Documentation must be submitted in one of two acceptable formats: 1) A notarized list identifying the 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. The final, notarized affidavit of the draw payments of the construction contract. (Please ensure that the affidavit includes a description of the work completed.) Copy of the property tax bill from the Hamilton County Auditor's Office. If your taxes are escrowed, please submit parcel information tax card that can be found on the Auditor's website: www.hamiltoncountyauditor.org A. PLEASE COMPLETE AND SUBMIT THE FOLLOWING FOR NEW CONSTRUCTION: ☐ The **final** Certificate of Use and Occupancy. Please call your contractor or the Department of Planning and Buildings at (513) 352-3271 to obtain the Certificate of Occupancy. ☐ Total cost of new construction: \$ ☐ Include documentation to support cost of new construction. Documentation must be submitted in one of two acceptable formats: 1) Signed copy of the HUD Settlement Statement of the bank loan. 2) A notarized list identifying the general categories of the work completed, the date the work was completed, and each category's expense. The final, notarized affidavit of the draw payments of the construction contract. (Please ensure that the affidavit includes a description of the work completed.) **PLEASE NOTE:** ✓ The period of tax exemption is determined by the written agreement with the City. Exemption value is determined. by the Hamilton County Auditor's Office. ✓ The Housing Officer may revoke the tax exemption any time after the first year if the property has code violations. City of Cincinnati Council may rescind the Ordinance granting tax abatements at their discretion. I declare under the penalties of falsification that this application, including all enclosed documents and statements, has been examined by me, and to the best of my knowledge and belief is true, correct, and complete.

Date Signature of Property Owner(s)

Send Application to: City of Cincinnati

Commercial Tax Abatement Program 805 Central Avenue, Suite 700

Cincinnati, Ohio 45202

Fax: (513) 352-6123, Attention: Commercial Tax Abatement Completion Application

For further program information, please contact: (513) 352-6146

Small Business Enterprise (SBE) Utilization Wrap-Up

Please indicate which methods you have used to maximize Small Business Enterprise (SBE) participation on this contract. Return the form to the Department of Community Development (805 Central Avenue, Suite 700, Cincinnati, OH 45202 or communitydevelopment@cincinnati-oh.gov). If you have questions about this form, please contact Kayla Camp at (513) 352-3736.

Project Name:	Contract Number:			
Action	YES	NO	Date /Comments	
1. Held a Meet & Confer (required)				
2. Used the City's SBE Directory to solicit bids from certified SBEs –available here: http://www.cincinnatioh.gov/purchasing/resources-directories/sbe-directory/				
3. Indentified sufficient subcontracting work to meet 30% SBE utilization goal				
4. Divided the total requirements into small tasks or quantities to permit maximum SBE participation				
5. Sent written notice to subcontractors of opportunity to bid and followed-up to initial solicitations				
Advertised opportunity to bid in local minority publications and in other local newspapers of general circulation				
7. Assisted with subcontractors' bonds, credit lines, and insurance				
8. Provided interested subcontractors with access to plans, specifications and requirements for subject project				
9. Required subcontractors to demonstrate the affirmative steps #2-8 to utilize SBEs in their subcontracts				
10. Other:				
				_
Signature of Authorized Representative			Date	_
City of Cincinnati Community Development Analyst Approval			 Date	=