

APPLICATION — CITY OF MENTOR
COMMUNITY REINVESTMENT AREA TAX EXEMPTION PROGRAM
(File with the appropriate Housing Officer)

- 1.) _____ 2.) _____
Name of Real Property Owner Permanent Parcel Number
- 3.) _____
Address of Subject Property
- 4.) Exemption sought for: New Structure Remodeling
- 5.) _____
Date of Project Completion
- 6.) Does this project involve a structure of historical or architectural significance?
 YES NO
- 7.) _____ _____
Signature of Property Owner Date

FOR OFFICIAL USE ONLY

- 1.) Legal Description of Property Location (see Instructions Page)
- 2.) Number of Community Reinvestment Area: _____
- 3.) Effective Date of Resolution # _____ Date _____
- 4.) Verification of construction: New Structure Remodeling Cost: _____
- 5.) Project meets requirements for an exemption under ORC 3735.67:
(A) _____ (B) _____ (C) _____
- 6.) Project involves structure, historical or architectural significance? YES NO
*If YES, has written certification of appropriateness of the remodeling been submitted
by the designating agency or authorized agent? YES NO*
- 7.) Period of Exemption for this improvement: _____

I certify that the project described herein meets the necessary requirements for the Community Reinvestment Area program in the City of Mentor.

Signature of Housing Officer Date

COMMUNITY REINVESTMENT AREA TAX EXEMPTION PROGRAM
APPLICATION INSTRUCTIONS

1. **NAME OF PROPERTY OWNER:** Indicate the name of property owner as it appears on the County Tax Records.
2. **PERMANENT PARCEL NUMBER:** Of Parcel in question; this can be obtained from the City of Mentor Department of Community Development.
3. **ADDRESS OF SUBJECT PROPERTY:** Indicate the street address.
4. **EXEMPTION SOUGHT FOR:** Indicate if exemption requested for either new structure(s) or remodeling/addition.
5. **DATE OF PROJECT COMPLETION:** Indicate date Certificate of Occupancy was issued by the City for the structure or remodeling. The project must have a Final Certificate of Occupancy, not a Temporary Occupancy, to be eligible. This date determines the eligibility of the property for exemption. The occupancy date must be after the approval of the Resolution by City Council exempting said property.
6. **PROJECT INVOLVE STRUCTURE OF HISTORICAL OR ARCHITECTURAL SIGNIFICANCE:**
Indicate if the property is on the Register of National Historic Places or has any historical or architectural significance.
7. **SIGNATURE OF PROPERTY OWNER:** The property owner as listed in Item (1) must sign the application.

Applicant must complete the Community Reinvestment Area Tax Exemption application and submit it, along with a legal description of the property, to the Housing Officer in the Department of Community Development.

Upon completion of the bottom portion of the application by the Housing Officer indicating eligibility of the subject property for exemption, the City will file the application with the Lake County Auditor. The period of exemption is five (5) years beginning January 1st of the year following the application's submission to the County Auditor.

Department of Community Development
8500 Civic Center Boulevard
Mentor, Ohio 44060
(440) 974-5740