



COMMUNITY REINVESTMENT AREA TAX EXEMPTION PROGRAM APPLICATION

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

FOR OFFICIAL USE ONLY

- 1.) Number of Community Reinvestment Area (CRA): _____
- 2.) Effective Date of Resolution: _____
- 3.) Type of Construction: New Structure Remodeling Cost: _____
- 4.) Project meets requirements for an exemption under ORC 3735.67:
(A) _____ (B) _____ (C) _____
- 5.) 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
- 6.) 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:** List the parcel number in question; this can be obtained from the City of Mentor Department of Planning and Development.
3. **ADDRESS OF SUBJECT PROPERTY:** Indicate the street address.
4. **EXEMPTION SOUGHT FOR:** Indicate if the exemption requested is either for a new structure(s) or remodeling/addition.
5. **DATE OF PROJECT COMPLETION:** Indicate date Certificate of Occupancy was issued by the City of Mentor for the structure or remodel. 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.

Applicants 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 Planning and 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.

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