

# **Procedures and Information Regarding Neighborhood Revitalization Plan Brown County, Kansas**

On April 14, 1994 the Kansas Neighborhood Revitalization Act (K.S.A. 12-17,115 – 17,120) was signed into law. It became effective July 1, 1994. Any municipality in Kansas may implement this legislation by ordinance or resolution. The primary intent of the Kansas Neighborhood Revitalization Act is to provide communities with a long-term increase and stabilization in their property tax base by encouraging the rehabilitation or new construction which may not otherwise have occurred.

The following points are to be considered and should be followed to fully qualify and maintain eligibility in the program.

1. Prior to the commencement of construction, an “Application to Qualify and Participate” must be completed and conditionally approved by the County Appraiser’s office. A non-refundable application fee of \$35 should be submitted at this time along with project plans, specifications, etc. as required to adequately describe the project. The project should increase the value of the property in excess of \$15,000.
2. Upon the notice of conditional approval by County Appraisal staff, the project may proceed. On or near January 1<sup>st</sup> following the application, Part III of the application must be completed and submitted to the County Appraiser’s office. This form is for the reporting of current status of the project and whether it is complete or what portions may be finished. Completion date of the project will assist in determining which tax year the project will first qualify for the rebate program.
3. When the project is deemed eligible for rebates, an “Application for Rebate” form will be mailed to the owner of record for completion and submission to the County Clerk for a rebate of taxes paid. This form will be mailed on or near the same time that tax statements are sent to those properties which continue to qualify and/or are eligible. Some projects may initially qualify for rebates but due to depreciation or depletion may not maintain the value threshold necessary for the qualification in the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year of the project’s life.
4. The rebate is made after all Ad Valorem and Special Assessment taxes are paid in full. It is calculated as a percent of the increase in the amount of property tax directly resulting from the qualified construction and improvement. An increment of 5% shall be retained for services rendered for each rebate transaction.

The current rebate scale is as follows:

1 <sup>st</sup> Year	75%
2 <sup>nd</sup> Year	75%
3 <sup>rd</sup> Year	75%
4 <sup>th</sup> Year	75%
5 <sup>th</sup> Year	75%

# APPLICATION FOR QUALIFICATION /PARTICIPATION NEIGHBORHOOD REVITALIZATION PLAN BROWN COUNTY, KANSAS

## PART I

1. Owner Name \_\_\_\_\_ Parcel ID \_\_\_\_\_
2. Mailing Address \_\_\_\_\_
3. City/State/Zip \_\_\_\_\_
4. Phone No. (Home) \_\_\_\_\_  
(Work) \_\_\_\_\_
5. Property Address (if diff. than #2) \_\_\_\_\_
6. Building Permit?     yes             no  
Jurisdiction \_\_\_\_\_  
Number \_\_\_\_\_
7. Improvement Best Described As:  
 Residential             Commercial  
 Industrial               Agricultural  
 Recreational  
 Other
8. Is the Improvement:  
 New             Rehabilitation
9. Other Improvements Razed/Removed? \_\_\_\_\_
10. Indicate Addenda Pages (as applicable)  
 Site Plan                     Bldg. Permit  
 Loan Appl.                  Tax Statement  
 Bid Sheets                  Construct. Plans  
 Other \_\_\_\_\_
11. Estimated Completion Date \_\_\_\_\_
12. Estimated Completion Costs \$ \_\_\_\_\_

Applicant agrees and acknowledges that:

- A) Applicant has received, read and understands the criteria and procedures for qualification **and**
- B) Applicant will follow all required procedures **and**
- C) Within 15 days after project completion, will report same to County Appraisal Dept. **and**
- D) If construction is not completed on January 1st following approval of this application, will report same to County Appraisal Department by January 15th **and**
- E) Any approval issued pursuant to this application becomes null and void one year from date of approval if construction not substantially commenced **and**
- F) If construction is not completed on the second January 1st following County Appraiser's approval under Part II, such approval becomes null and void and all construction completed will not be eligible for rebates as applicable to the Neighborhood Revitalization Plan.
- G) A value equal to 5% of the incremental rebate in tax will be withheld annually for administration.

UNDER PENALTY OF PERJURY, I HEREBY STATE THAT ALL INFORMATION CONTAINED IN THE ABOVE APPLICATION IS TRUE AND CORRECT.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

## PART II (To be completed by appraisal department)

Subject to meeting the minimum expenditure requirement of \$15,000 (FIFTEEN THOUSAND DOLLARS) and meeting the minimum increase in appraised value directly attributable to the improvement requirement of \$15,000 (FIFTEEN THOUSAND DOLLARS), the above application is hereby:

CONDITIONAL APPROVAL  
(see Part III)

APPROVED

DENIED

\_\_\_\_\_  
COUNTY APPRAISER

\_\_\_\_\_  
DATE

**APPLICATION FOR QUALIFICATION /PARTICIPATION  
NEIGHBORHOOD REVITALIZATION PLAN  
BROWN COUNTY, KANSAS**

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**PART III**

Owner's Report(s) Of Construction Status

- (a) Construction and Improvements not completed on the January 1st next following date of County Appraiser's approval under Part II. Estimated completion date is: \_\_\_\_\_
  
- (b) All construction and improvements described in application was completed on \_\_\_\_\_ and actual out-of-pocket costs incurred in the completion of such construction/improvement were in the total amount of \$ \_\_\_\_\_ and written documents evidencing the same are submitted with this report.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

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**PART IV**

Based upon the Owner's report under Part III (b) above and an on-site inspection of the real estate described in the Application by the undersigned County Appraiser or designated agent, 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 involved actual out-of-pocket expenditures by the Owner of \$ \_\_\_\_\_ and 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
County Appraiser Signature

\_\_\_\_\_  
Date

## NRP APPLICATION SPECIFICS

For garages, shops, agricultural buildings, commercial buildings, etc. list the dimensions of building, type of frame construction, siding type, heating type, type of floor, insulation, electrical, eve height, wall covering:

For a residence:

Living units \_\_\_\_\_ Type of construction \_\_\_\_\_

Types of siding \_\_\_\_\_ percentages \_\_\_\_\_ Roof material \_\_\_\_\_

Foundation materials: \_\_\_ concrete, \_\_\_ block, \_\_\_ stone, \_\_\_ stay in place styro-forms

BasementType:

\_\_\_\_\_ Full \_\_\_\_\_ Partial \_\_\_\_\_ Slab Finished areas sq ft \_\_\_\_\_ partitioned rooms \_\_\_\_\_ Rec room

Story 1, 1-1/2, 2, 2-1/2 \_\_\_\_\_ Attic Area: permanent stairway \_\_\_\_\_ Yes \_\_\_\_\_ No  
attic finished square ft \_\_\_\_\_ storage/unfinished square ft \_\_\_\_\_

Total number of rooms \_\_\_\_\_ **rooms per level w/o counting separate laundry & baths**

Total number of full baths \_\_\_\_\_ 3 fixtures half baths \_\_\_\_\_ 2 fixtures

Total number of plumbing fixtures include double vanity sinks, laundry sinks, bar sinks, spa tubs, etc. \_\_\_\_\_

Number of kitchens \_\_\_\_\_ such as in-law apt, basement kitchens, etc.

Type of heating/cooling systems \_\_\_\_\_ Sq ft of unheated areas \_\_\_\_\_

Out buildings, decks, patios-----types & sizes:

Are you removing any buildings as part of this application?

Rehab projects: What is being done? Example: gutting interior, windows, wiring, what type and size of room additions, etc