

Housing Incentive Program Application

Applications will be reviewed by the City Clerk and City Superintendent to ensure all requirements are met. Please contact City Hall at 620-783-5265 ext. 1 regarding this program or application.

See attached sheet for more information.

Applicants Name:	
Applicant:	<input type="checkbox"/> Builder <input type="checkbox"/> Buyer
Applicants Mailing Address:	
Applicants Phone Number:	
Applicants Email Address:	
Address of New Residence:	
Purpose of Building:	<input type="checkbox"/> Occupy <input type="checkbox"/> Sell <input type="checkbox"/> Rent
Parcel Identification Number:	

Signature of Applicant(s)

Printed Name

Date

Office Use Only	
Date Application Filed:	
Date of Building Permit:	
Closing Date:	
Date of Certificate of Occupancy:	

☐ Approved

☐ Denied

Signature/Title of Authorized Personnel

Date

Housing Incentive Program Application

Residential Economic Incentives for newly constructed residential structures with a value of \$50,000 to \$100,000.

NCRS is defined as follows: Single-Family, duplexes and multi-family structures. Land value shall be added to the value of any NCRS calculations for purpose Ordinance 20-13, the county appraisers value shall be used for determining value to be added.

1. \$1200.00 water and sewer benefits. Trash service fee, sewer equipment fee, meter rent and a \$75.00 deposit still apply. If the total of \$1200.00 is not used in two (2) years, the credit expires.
2. Building permit fees will be reduced to one half of normal cost. All building inspections will be completed, and all inspection fees will be paid before the Certificate of Occupancy will be signed.
3. Water and sewer tap fees will reduced to half of the regular tapping fee as set by Ordinance. If the build is not completed, it is the builder's responsibility to reimburse the city for the cost of the taps.
4. The city shall waive any special assessments for mowing on land that was conveyed by the City or private party to anyone who builds an NCRS. Provided the owner did not receive any of such fees while the property was under such owner's ownership. The owner may ask the Council if past fees incurred can be waived.
5. The city will pay \$750.00 to builder and \$750.00 to buyer of any NCRS after all paperwork is completed and presented at the next scheduled City Council Meeting.

Residential Economic Incentives for newly constructed residential structures with a value greater than \$100,000.

1. \$1200.00 water and sewer benefits. Trash service fee, sewer equipment fee, meter rent and a \$75.00 deposit still apply. If the total of \$1200.00 is not used in two (2) years, the credit expires.
2. Building permit fees will be waived. All building inspections will be completed, and all inspections fees will be paid before the Certificate of Occupancy will be signed.
3. Water and sewer taps will be waived. If the build is not completed, it is the builder's responsibility to reimburse the city for the cost of the taps.
4. The city shall waive any special assessments for mowing on land that was conveyed by the City or private party to anyone who builds an NCRS. Provided the owner did not receive any of such fees while the property was under such owner's ownership. The owner may ask the Council if past fees incurred can be waived.
5. The city will pay \$1000.00 to builder and \$1000.00 to buyer of any NCRS after all paperwork is completed and presented at the next scheduled City Council Meeting.

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Documents required:

1. Completed NCRS Application
2. Completed Building Permit
3. Copy of Plans
4. Waiver Request for Special Assessments

Guidelines:

Builder to Occupy or Rent:

- A building permit must be issued
- NCRS application must be completed and submitted
- Certificate of occupancy must be received within 365 days of building permit issue date
 - An extension may be requested prior to expiration and is subject to City Council Approval
- The resident must be used as owner occupied or rent
 - Rentee(s) will not receive any incentives
- This program will only apply to the original applicant and is non-transferable
- All completion documents must be turned in to the City Clerk's office to receive cash incentive
- The new residence must be connected to available city services
- Property titling must be in the individual property owner's name

Buyer:

- Must have a signed executed contract for a new residence
- NCRS application must be completed and submitted
- Buyer must be first occupant and the residence must be used as owner occupied
- This program will only apply to the original applicant and is non-transferable
- All completion documents must be turned in to the City Clerks office to receive cash incentive
- The new residence must be connected to available city services
- Property titling must be in the individual property owner's name

Documents required upon completion of and/or sale of NCRS:

1. Buyer settlement statement from Title Company or equivalent
2. Completed application for City Services with Deposit
3. Parcel details from Cherokee County