

**CITY OF SANDUSKY**



**COMMUNITY REINVESTMENT AREA  
RESIDENTIAL TAX ABATEMENT**



**GUIDELINES AND APPLICATION**

# The City of Sandusky's Residential Tax Abatement Program is designed to stimulate private investment through job creation, neighborhood stabilization and residential development.

## PROGRAM DESCRIPTION

For new construction projects, owners are eligible for a 10-year, 75% tax abatement on the value of the new home.

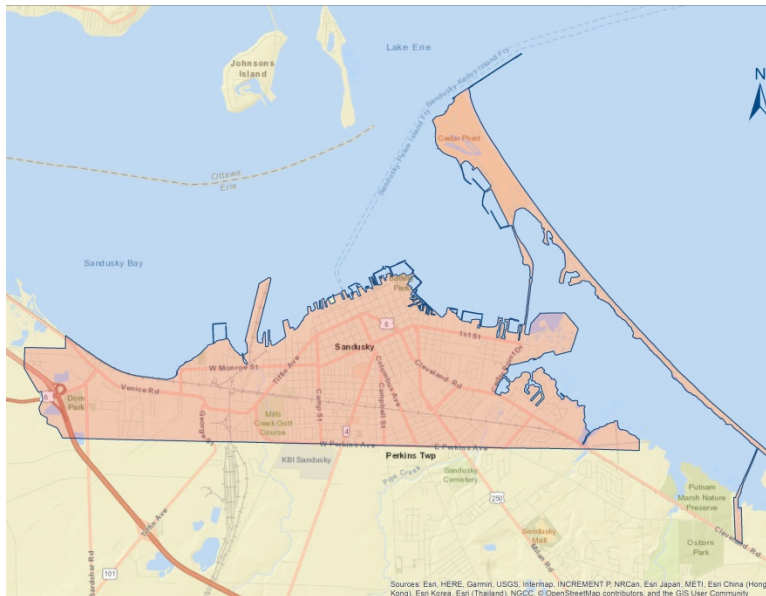
For rehabilitation projects, property owners/developers rehabilitating single, two and three family homes where the remodeling costs are greater than \$2,500.00 (\$5,000.00 for three family homes) are eligible for a 10-year, 75% abatement on the increased value of the home.

For Example: If the initial market value of a home is \$60,000 and improvements made to the home result in a \$30,000 increase in the market value, making the home worth \$90,000, the 75% tax abatement will be applied to the \$30,000 improved value of the home.

\*\*The City of Sandusky cannot guarantee that all projects will result in an increased market value.

## PROGRAM ELIGIBILITY

The State of Ohio's Department of Development authorized the City of Sandusky, through the Department of Community Development, to create a city-wide Community Reinvestment Area (CRA) in which property owners and developers can apply for real estate tax abatement on one, two and three family residential property improvements. The following eligibility requirements are necessary to participate in the residential tax abatement program:



- The property must be located within the municipal boundaries of the City of Sandusky (see above map)
- The property must be one, two or three units in size
- One and two unit properties must have a minimum investment of \$2,500.00
- Three unit properties must have a minimum investment of \$5,000.00

- Applicant must be the legally titled owner or an authorized representative of the owner
- All projects must meet applicable zoning requirements
- Applicants may be required to seek approval from other administrative bodies, including but not limited to the Landmarks Commission or the Planning Commission
- Some projects will require necessary permits prior to commencing work. Further, certain work will require completion by licensed and registered contractors. Proof of permits must be included when submitting Post Construction form

### **PROJECT EXAMPLES**

#### **IMPROVEMENTS THAT WILL LIKELY INCREASE THE MARKET VALUE OF RESIDENTIAL PROPERTY:**

Construction of a new home  
 Substantial Rehabilitation of entire house  
 Moderate Rehabilitation of majority of house  
 Build new or enlarge garage  
 Room addition  
 Install additional bathroom  
 Add new porch  
 Finish attic, second floor or bedroom with paneling, plaster or plasterboard

#### **IMPROVEMENTS THAT WILL LIKELY NOT INCREASE THE MARKET VALUE OF RESIDENTIAL PROPERTY:**

Install, repair or replace roof or siding  
 Install, repair or replace windows, shutters and doors  
 Install, repair or replace awnings  
 Install, repair or replace gutters and downspouts  
 Install, repair or replace porches and steps  
 Install, repair or replace sidewalks/driveway  
 Repoint, repair or replace masonry  
 Install lawn sprinkling system  
 Plant lawns, shrubs, grass, plants  
 Scrape and paint house

***NOTE: Improvements inherit the depreciation of the dwelling – meaning that improvements to an older home may result in a smaller increase in the market value of the property.***

***NOTE: Any single improvement above will not likely increase your market value. However, multiple improvements completed at the same time may increase the market value of the property.***

### **PROGRAM EXCLUSIONS**

- Properties that contain four (4) or more units
- Applicant owes delinquent taxes to the State of Ohio or a political subdivision of the State (County, City, Village, Township, etc.)
- Applicant has a financial delinquency (other than taxes) to the State of Ohio, a state agency or a political subdivision of the State, whether the amounts owed are being contested in a court of law or not
- The property has had an approved tax abatement terminated due to any of the above circumstances

### **ANNUAL MONITORING**

The City of Sandusky is obligated to monitor the property on an annual basis after approval of a residential tax abatement application. The residential tax abatement may be terminated after the first year if the City finds that the property is not being properly maintained due to the neglect of the owner.

A property approved for residential tax abatement will not be eligible for an appeal to reduce the market value while the abatement is in force.

## **HOW TO APPLY**

1. Plan your project and obtain required building permits (240 Columbus Ave)  
[http://www.ci.sandusky.oh.us/residents/permits\\_and\\_applications/index.php](http://www.ci.sandusky.oh.us/residents/permits_and_applications/index.php)
2. Submit Intent to Apply Form (pages 5 & 6) along with accompanying documents to the Community Development
3. Complete the project. Please be aware that if proper permits and timely inspections are not made, this could result in a delay, or denial of your residential tax abatement application. If you have questions regarding scheduling inspections through the Building Division, please call 419-627-5940.
4. Submit Post Construction Form (page 7) along with accompanying documents to the Community Development Department
5. The application will be reviewed and if approved, a confirmation letter sent to the Erie County Auditor's office and Sandusky City Schools Treasurer.
6. The Erie County Auditor's Office will review each remodel and new construction permit issued in the City of Sandusky. If the value of the home increases, the Erie County Auditor's Office will adjust the tax duplicate to reflect the tax abatement on the improved value of the home.



*After photo courtesy of 2018 applicant*



*After photo courtesy of 2018 applicant*



*Before photo courtesy of 2018 applicant*



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**CITY OF SANDUSKY  
COMMUNITY REINVESTMENT AREA  
RESIDENTIAL TAX ABATEMENT  
INTENT TO APPLY**

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**Congratulations on your rehabilitation or new construction project! Please provide us with as much information as you can about your project along with cost estimates and pre-construction photos.**

1. Please provide property information:

Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

Owner (if different): \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Current Market Value: \$ \_\_\_\_\_ Annual Real Estate Tax: \_\_\_\_\_

*(Find Tax Info at: [erie.iviewauditor.com](http://erie.iviewauditor.com))*

2. Type of project (check one)    New Construction     Remodeling     Both

3. Does the Property Owner owe (for this location or any other property):

i) Any delinquent real estate taxes to the State of Ohio or a political subdivision of the State (County, City, Village, Township, etc)?

Yes     No

ii) Any other moneys to the State, a state agency or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not?

Yes     No

iii) If yes to either of the above, please provide details of each instance including but not limited to the location, amounts and/or case identification numbers (add additional sheets)

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4. Project description: (Please briefly describe the type of work to be performed, including estimated square footage to be constructed or renovated. Attach additional sheets if necessary)

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5. Estimated amount of investment (as applicable):

New Construction: \$ \_\_\_\_\_ or Remodeling: \$ \_\_\_\_\_

Submission of this application expressly authorizes the City of Sandusky to review applicable confidential records. The Applicant agrees to supply additional information upon request.

The Applicant affirmatively covenants that the information contained in and submitted with this application is complete and correct and is aware of the ORC Sections 9.66(C) and 2921.13 penalties for falsification which could result in the forfeiture of all current and future development assistance benefits as well as a fine of not more than \$1,000 and/or a term of imprisonment of not more than six months.

By checking this box, I acknowledge that I have read, understand and agree to the policies and procedures outlined in this document. Please contact the Department of Community Development with questions

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit to: City of Sandusky,  
Attn: Housing Development Specialist  
240 Columbus Ave - 418, Sandusky, Ohio 44870  
or email to [development@ci.sandusky.oh.us](mailto:development@ci.sandusky.oh.us)

Please visit [www.ci.sandusky.oh.us](http://www.ci.sandusky.oh.us) for more information  
or call Debi Eversole at 419-627-5832

***Thank you for investing in your community!***

**For Office Use Only**

Date Received by City \_\_\_\_\_ Signature of Receipt \_\_\_\_\_



**CITY OF SANDUSKY  
COMMUNITY REINVESTMENT AREA  
RESIDENTIAL TAX ABATEMENT  
POST CONSTRUCTION**

1. Project address \_\_\_\_\_

2. Project was completed \_\_\_\_\_, 20\_\_\_\_\_.

3. Applicant's Certification:

*Please Print*

I, (*Applicant Name*) \_\_\_\_\_, property owner(s), hereby request a tax abatement of 75% for 10 years in accordance with the terms and conditions of the City of Sandusky's Community Reinvestment Area (CRA) Program. I (we) understand that this property is subject to inspection annually by a City of Sandusky Housing Officer, and that if the property is found to not be maintained or repaired properly due to neglect of the owner, the Housing Officer may recommend revoking the tax exemption at any time after the first year.

\_\_\_\_\_  
*Signature(s)*

\_\_\_\_\_  
*Date*

Other **REQUIRED** documents to be included with this form:

- If the project is contracted, a copy of the contract.
- If the project was not contracted, verification of all costs to complete project.
- All permits obtained
- Final inspection ticket(s)
- Certificate of Occupancy permit (if applicable)

***Please submit this portion of the application with supporting documents to:***

***City of Sandusky  
Housing Development Specialist  
240 Columbus Ave - 418  
Sandusky, Ohio 44870  
419-627-5832  
[development@ci.sandusky.oh.us](mailto:development@ci.sandusky.oh.us)***

***For Office Use Only***

Date received \_\_\_\_\_

Received by \_\_\_\_\_

Approval Letter Sent

Sandusky Schools \_\_\_\_\_

Erie County Auditor \_\_\_\_\_

## SUBMISSION CHECKLIST

Applicant  
Checklist

Staff  
Checklist

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | <b><u>Intent to Apply Form: Pre-Construction</u></b>   | <input type="checkbox"/> |
|                          | Completed Community Reinvestment Area Residential Tax Abatement Intent to Apply Application signed by Applicant with pre-construction photos.                                    |                          |
| <input type="checkbox"/> | <b><u>Post Construction Application: After project is complete</u></b>   | <input type="checkbox"/> |
|                          | Completed Community Reinvestment Area Residential Tax Abatement Post Construction Application signed by Applicant with post-construction photos.                                 |                          |
| <input type="checkbox"/> | <b><u>Permit Documentation:</u></b>  | <input type="checkbox"/> |
|                          | a. Building Permit(s) showing the true and accurate description and cost of all work completed.  |                          |
|                          | b. Final Certificate of Occupancy signed by Chief Building Official and stamped "Received" by the Building Department  |                          |
| <input type="checkbox"/> | <b><u>Evidence of Improvements and Resulting Value:</u></b>  | <input type="checkbox"/> |
|                          | a. For rehabilitation projects, submit the final contractor's invoice(s) for all rehabilitation work.  |                          |
|                          | b. For sale projects (new and rehabilitation), provide a copy of the Purchase Agreement and Final Settlement Statement or Closing Disclosure evidencing sale to final homebuyer. |                          |
| <input type="checkbox"/> | <b><u>Additional Documentation:</u></b>  | <input type="checkbox"/> |
|                          | Other documentation as may be requested or required by the Housing Development Specialist  |                          |

***Prior to submitting the post construction form, please check the boxes on the left to confirm that all items listed above have been attached***

The Tax Abatement Application must be completed in its entirety and all required documents attached to be eligible. The application may be delayed or sent back to the applicant if any attachments are missing.

Mail or email as one PDF file the completed application to:

City of Sandusky  
Attn: Housing Development Specialist  
240 Columbus Ave - 418  
Sandusky, Ohio 44870  
419-627-5832  
[development@ci.sandusky.oh.us](mailto:development@ci.sandusky.oh.us)