

APPLICANT ABATEMENT CHECKLIST

ALL INFORMATION, CONSISTING OF 1 ORIGINAL & 7 COPIES, MUST BE FILED WITH THE ASSESSOR WITHIN 30 DAYS, INCLUDING SATURDAYS AND SUNDAYS, FOLLOWING THE COMPLETION OF THE CONSTRUCTION.

FORM NO.	NO. OF PAGES	
1	2	☐ Completed Abatement Application <i>(Signed & Dated)</i>
2	1	<u>Notice to Applicants</u> <i>(All Information Required for A thru H)</i>
		☐ A. General Description of Project
		☐ B. Legal Description
		☐ C. Plans & Drawings which Illustrate the General Design of the Project <i>(No Larger than 11x17)</i>
		☐ D. Statement Showing:
		☐ (1) Total Number of Full & Part-Time Employees Prior to New Construction
		☐ (2) Description of the Number, Class, and Type of Employees to be Employed within 2 Years of Construction
		☐ E. Statement Showing:
		☐ (1) Reason for Seeking an Abatement
		☐ (2) Description of the Benefit to be Realized if Abatement is Granted
		☐ F. Estimates of Project Cost
		☐ G. Statement Showing:
		☐ (1) Current Real Property Tax
		☐ (2) Estimated Annual Property Tax per Agreement
		☐ (3) Estimated 1st Year Property Tax Following Termination
		☐ H. A Description of:
		☐ (1) Any Lease Agreements
		☐ (2) History of Users' Businesses
		☐ (3) Description of Users' Businesses

ADDITIONAL INFORMATION

SAMPLE FORM	NO. OF PAGES	
1	5	<u>Standard 5-year Tax Agreement</u> <i>(Information Only, Not to be Filed with Application)</i> <i>Upon Approval by the City Commission this Agreement will be Sent to you for Signature</i>
2	2	<u>Annual Certification of Compliance</u> <i>(Information Only, Not to be Filed with Application)</i> <i>This certification will be sent to you annually on or before October 1st and must be submitted to the Assessor on or before December 1st of the Calendar year.</i>