

APPLICATION CHECKLIST

CONDITIONAL CERTIFICATE OF ACCEPTANCE FOR TAX EXEMPTION

CITY OF BELLEVUE

The following is a list of materials which must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Planning and Community Development or A Regional Coalition for Housing (ARCH) if you have questions. Please do not turn in your application until all materials that apply to your proposal have been checked off and are included.

RETURN THIS CHECKLIST WITH APPLICATION NO LATER THAN THE DATE THE BUILDING PERMIT OR OTHER CONSTRUCTION PERMIT IS ISSUED.

- ☐ A completed Application for Conditional Certificate of Acceptance of Tax Exemption.
- ☐ A check to the city of Bellevue for the filing fee.
- ☐ Site plan and floor plans of the multifamily units and the overall structure. Provide one copy reduced to 8 ½" by 11". If this application is submitted prior to design review or building permit, submit a full set of project plans.
- ☐ King County Assessor's administrative fee \$524 or as updated. (If the director approves the final certificate of tax exemption pursuant to BCC 4.52.080, the city shall forward the fee for the King County Assessor's administrative costs to the King County Assessor. If the director denies the final certificate application pursuant to BCC 4.52.080, the city shall refund the fee for the assessor's administrative costs to the applicant.)

NOTE: INCOMPLETE APPLICATIONS MAY CAUSE A DELAY IN PROCESSING. YOUR APPLICATION WILL NOT BE COMPLETE UNTIL ALL DOCUMENTS LISTED ON THE APPLICATION CHECKLIST ARE SUBMITTED. PLEASE CALL IF YOU HAVE ANY QUESTIONS.

Fee Schedule
Multifamily Housing Tax Exemption Program
City of Bellevue

Application Fee: \$2,500

Bellevue City Code Section 4.52.050

Amended Application Fee: \$500

Bellevue City Code Section 4.52.065

Extension of Conditional Certificate Fee: \$150

Bellevue City Code Section 4.52.070

APPLICATION
CONDITIONAL CERTIFICATE OF ACCEPTANCE OF TAX EXEMPTION
CITY OF BELLEVUE

Applicant's Information

Note: This application is intended to be signed by the property owner of record or designee. The application may be rejected or additional documentation required if the signer is other than the property owner of record.

1. Owner's name: _____
2. Mailing Address: _____

3. Daytime Phone: _____
4. Fax: _____
5. E-mail: _____
6. Owner's Representative (if applicable): _____
7. Mailing Address: _____

8. Daytime Phone _____
9. Fax: _____
10. E-mail: _____

Property Information

11. Property Address (if vacant, indicate access street and nearest intersection):

12. Tax parcel number(s): _____
13. Residential Targeted Area:

☐ Downtown Bellevue

☐ Eastgate Planning

☐ BelRed

☐ Crossroads Village

☐ Wilburton Commercial
14. Legal description: _____

Project Information

15. Project Name: _____

16. Brief written description of the nature of project, including phasing if possible (attach additional pages if necessary):

17. Type of project: ☐ Single-Use Residential ☐ Mixed Use

18. Proposed dwelling units:

Existing, to be demolished	Existing, to be preserved (Not eligible for tax exemption)	New (Minimum of 4 for tax exemption)	Total Units

19. Existing dwelling units that received assistance through federal, state, or county housing programs: _____

20. Proposed new dwelling units ("AMI" means area median income):

Affordability	Studio	Open 1-BR	1-Bedroom	2-Bedroom	3-Bedroom	Total Units
45% AMI						
50% AMI						
60% AMI						
70% AMI						
<i>Market-Rate Units</i>						
<i>Total Units</i>						

21. Floor area of new construction, Project total (sq. ft.) _____
22. Floor area for permanent residential occupancy (sq. ft.)¹ _____
23. Expected Project Start Date: _____
24. Expected Project Completion Date: _____

AGREEMENT BETWEEN CITY AND APPLICANT

Upon approval of this application, the applicant and the City enter into a tax contract and a regulatory agreement under which the applicant agrees to the implementation of the development on terms and conditions consistent with Chapter 84.14 RCW, 1995 laws of Washington and Chapter 4.52 Bellevue City Code.

¹ Include residential common areas, circulation and mechanical space, and residential parking in calculation of residential square footage. Exclude residential units offered for rent for periods of less than one month. "Residential parking" includes: (1) parking required by the Bellevue Land Use Code as accessory to residential use; (2) resident parking included in lease or sale price of residential units; (3) parking restricted by agreement to use by residential owners or tenants.

AFFIRMATION

As owner(s) of the land described in the application, I hereby indicate by my signature that I am aware of the additional tax liability, interest, and penalties to which the property may be subject if the exemption authorized by Chapter 84.14 RCW, 1995 laws of Washington and Chapter 4.52 BCC is canceled either during or after the exemption period is over. I declare under penalty of perjury under the laws of the state of Washington that this application and any accompanying document have been examined by me and that they are true and correct to the best of my knowledge.

Owner's Signature_____ Date_____

Owner's Representative Signature_____ Date_____

AFFIRMATION OF VACANCY

As owner(s) of the land described in the application, I hereby certify by my signature that the existing dwelling units have been vacant for a period of twelve months prior to the filing of this application.

☐ YES ☐ NO ☐ N/A

Authorized Signature

Date