

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 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. The City will complete the review process and notify applicants within ninety (90) days after receipt of a complete application.

RETURN THIS CHECKLIST WITH APPLICATION NO LATER THAN 60 CALENDAR DAYS AFTER THE DATE THE BUILDING 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 \$539 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. If the King County Assessor’s fees increase pending approval of the application, then applicant shall be required to tender the balance owed.)

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.

NOTE: THE DIRECTOR RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION AS MAY BE DEEMED NECESSARY OR USEFUL TO EVALUATE THE APPLICATION.

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

Approved August 7, 2015 consistent with BCC Section 4.52.025 (E)

Chris Salomone, Director

City of Bellevue Planning & Community Development

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. Legal description: _____

Project Information

14. Project Name: _____

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

16. Type of project: Single-Use Residential Mixed Use

17. Gross floor area of new construction, Project total _____ GSF

18. Gross floor area for permanent residential occupancy¹ _____ GSF

19. 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

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

Items #21-22 reference preliminary unit mix and affordability levels in accordance with the submitted floorplans. If changes occur prior to execution of the contract,

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; and (3) parking restricted by agreement to use by residential owners or tenants.

the provisions of the contract shall override the details outlined in this application, provided that those provisions meet the requirements set forth within BCC 4.52.

21. Utilizing affordable housing density or FAR incentive(s) through the Bellevue

Land Use Code: Yes No

If Yes,:

	Floor area (sq ft) (if FAR bonus)	Equivalent Dwelling units (or required DU if density bonus)
Total bonus		
Affordable housing		

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

NOTE: If a project chooses to overlap the MFTE benefit with a benefit received through an incentive in the Land Use Code, the required AMI level for those double-counted units is 15 percentage points lower than it otherwise would have been through MFTE, excepting those that were already required at 45% AMI through BCC 4.52.090.A.1.

Affordability	Studio	Open 1-BR	1-Bedroom	2-Bedroom	3-Bedroom	Total Units
45% AMI						
55% AMI						
65% AMI						
70% AMI						
80% AMI						
<i>Market-Rate Units</i>						
<i>Total Units</i>						

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 and Chapter 4.52 Bellevue City Code.

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 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