

Application for Multiple-Unit Property Tax Exemption Program

City of Cottage Grove
Public Works & Development Department
400 E Main Street, Cottage Grove, OR 97424

I. Applicant Information (If the applicant is an LLC, S-Corps or similar member company, please provide legal documentation of the LLC's formation and list of members, authorized to sign on LLC's behalf)

Name:	Title:	
Company:		
Street:	City, State, Zip Code:	
Phone:	E-mail:	FAX:

II. Applicant's Representative Information (if different than above)

Name:	Title:	
Company:		
Street:	City, State, Zip Code:	
Phone:	E-mail:	FAX:

III. Property Information

Project is located within the designated program boundary: Yes No

Applicant has site control: Yes No

Address:

Map No: Tax Lot:

Note: If property is only a fraction of a platted lot, indicate this fact and provide a metes and bounds description of the portion of the lot to be used.

Current use(s) of site:

If existing housing is being removed, please explain why:

Current zoning: Assessor's property account number(s):

Parcel size:

IV. Project Information

Anticipated construction start date: Anticipated completion date:

Desired effective date (tax year) for the Multi-Unit Housing Incentive Program:

Number, size, and type of dwelling units proposed:

	Square feet	Median sales price	Rental rate
1 bedroom units			
2 bedroom units			
3 bedroom units			
Other units			

Total building square footage:	Dimensions of building(s):
Building(s) cover: % of the lot.	Commercial square footage: (if any)
Amount of open space to be included:	
Method of construction:	
Type of materials:	
Is other public financial assistance being requested for the project? Yes No	
If so, please attach description as Exhibit F	

V. Land Use Planning

Site Design Review or Master Plan Obtained? Yes No; Application No. _____
If No, estimated date of application?

VI. Public Benefits (Please check all that apply)

- Commercial uses in the ground floor of the multiple-unit housing structure
- Parks and recreation facilities (over required minimum)
- Open spaces (over required minimum)
- Common meeting rooms
- Child Care facilities
- Provision of pedestrian-oriented design features
- Facilities for the handicapped
- Special architectural features
- Provision of amenities and/or programs supportive of the use of mass transit
- Dedication of land or facilities for public use
- Development or redevelopment of underutilized or blighted property
- Provision of pedestrian-oriented design features
- Extra costs associated with infill or redevelopment projects, such as land assembly, environmental cleanup, demolition, and infrastructure replacement or expansion
- Development on existing surface parking lots
- Compliance with Leadership in Energy and Environmental Design (LEED) Certification requirements
- Seismic retrofitting
- On-site stormwater retention and treatment

Please attach the following and label as Exhibits A-F

- Legal Description, labeled as Exhibit A
- Evidence of Site Control, labeled as Exhibit B
- A description of the project including information regarding the size and type of units, target population, parking and circulation plans, private and public access, and public benefits of the project, labeled as Exhibit C
- A site plan, drawn to a minimum scale of 1" = 20', which shows in detail the development plan of the entire project, labeled as Exhibit D
- Documents to explain the proposed public benefits, labeled as Exhibit E
- A description of any other public financial assistance, if any, labeled as Exhibit F

Office Use Only

Pre-Application date:	Fee received:
Date final application received:	Received by:
Urban Development Contact: _____	Pre-Application Conference Date: _____
	Meeting Summary Letter sent on: _____
Date of correspondence to abutting property owners and appropriate affected parties, city departments, etc.:	
Correspondence sent to:	
Council Hearing date:	
<input type="checkbox"/> Approved? <input type="checkbox"/> Denied? <input type="checkbox"/> Other: _____	
Comments:	<div style="border: 1px solid black; height: 100px;"></div>

I certify that the above statements are true, accurate, and complete to the best of my knowledge and belief.

Applicant's Signature: _____ Date: _____

Applicant's Name (Please print or type here): _____

Applicant's Title (Please print or type here): _____

Fill out form with Adobe Acrobat or print out and fill-in.
After completing form print, sign, and mail or bring to:

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