

# *Village of Glandorf*

## **RESIDENTIAL CRA PROGRAM** (Community Reinvestment Area) APPLICATION GUIDELINES

On May 5<sup>th</sup>. 2019 the Village Council adopted Ordinance #1493 "Community Reinvestment Area". The CRA program offers a 5 year 50% tax reduction for new home construction or a 5 year 100% reduction for remodeling.

### **Home owner application process-:**

1. Review copy of Ordinance # 1493 CRA Program for requirements and exemptions (Homeowners will file the application after construction or remodeling is completed.)
2. Homeowner will fill out application provided by Housing Officer (Village Fiscal Officer) obtained at the Village of Glandorf office located at 203 N. Main St., Glandorf, OH 45848
3. Attach a copy of the deed, last tax bill, any construction contracts if applicable and paid receipts for proof that construction or remodel has meet the minimum of \$250,00.00 for new construction or \$50,000.00 for remodeling, a picture of project before and after improvements or after new construction has been completed.
4. Return completed application to Village Housing Officer

### **Housing Officer Process:**

1. Verify with County Auditor that there are no delinquent taxes due.
2. Verify that property is eligible and improvements have been made,
3. Village Council will review agreement for approval by passing a Resolution.
4. Notify the School District of the final approval of the application. Send to the School Superintendent:
  - a copy of the homeowner's application
  - a letter recommending and requesting an exemption for the CRA stating the qualifying improvement
  - a copy of the resolution stating Village Council approval
5. If there is no response from the School Districts within 14 days, the request is presumed to be OK with the School Board. Sign and approve CRA
6. Send the Applicant a copy of the document approving CRA
7. Send copy of Application to Putnam County Auditor
8. Keep on file, documentation of the CRA application for annual Housing Council Meeting