

Housing Diversity Tax Exemption Application



The Housing Diversity Tax Exemption (HDTE) program adopts the Oregon Multiple Unit Property Tax Exemption (MUPTE) for approved housing projects in designated areas of Springfield. The program encourages development of new multiple-unit housing in transit-supported and core areas of Springfield by reducing the operating costs for qualified projects during their first several years of operation. Applicants building multiple-unit housing that meets the definition in the Springfield Municipal Code (SMC) 3.552 can apply to receive an exemption of property taxes for a period of ten (10) successive years on new improvements if program requirements are met.

Prior to completing this application for the exemption, applicants must attend a pre-application meeting. Please request a pre-application meeting and review SMC 3.550-3.558 and the Program Guidelines prior to applying.

APPLICANT INFORMATION		
Company or Organization (if applicable):		
Name and Title:		
Mailing Address:		
City:	State:	ZIP:
Telephone Number:	Email Address:	

APPLICANT'S REPRESENTATIVE <i>(If different than above)</i>		
Company or Organization (if applicable):		
Name and Title:		
Mailing Address:		
City:	State:	ZIP:
Telephone Number:	Email Address:	

PROJECT SITE INFORMATION		
Project is located within an eligible program area:	Yes	No
Project is located within the city of Springfield city limits:	Yes	No
Applicant is owner or has proof of future ownership and site control:	Yes	No
Site Address(es):		
Assessor's Map and Tax Lot Numbers:		

Current use – briefly describe the existing use of the site:

Current zoning:

Total site size (all parcels/lots, in acres):

Assessed value of land: \$

Assessed value of improvements: \$

Current property tax: \$	Year: 20
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Are there any existing sound or rehabilitable housing units or businesses on the site?	Yes	No
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If so, please describe:

If existing housing or businesses that are sound or rehabilitable are planned to be removed or relocated, please explain how and why, including planned mitigation (if any):

PROPOSED PROJECT INFORMATION

Project Title (if any):			
Applicant has attended a pre-application meeting:	Yes	No	Date
<p>Describe the proposed project. Please attach a description of the project to this application which includes the following information at a minimum. Please attach renderings, plans, and other visual information if available.</p> <ul style="list-style-type: none"> ○ Description of why you are requesting the exemption ○ Number of dwelling units to be created (project total) broken down by number of bedrooms (i.e. studio, 1 bed, 2 bed, etc.) ○ Description of buildings <ul style="list-style-type: none"> ▪ Number ▪ Building Dimensions- footprint, square footage, stories ▪ Number of dwelling units per building ▪ Total lot coverage (%) ▪ Commercial square footage if any (<i>*note this is not included in exemption unless determined to be a public benefit per Program Guidelines</i>) ○ Planned design elements and façade materials ○ Open space to be included ○ Density (total units/acre) ○ Description of Parking <ul style="list-style-type: none"> ▪ Existing parking to be kept ▪ New parking to be constructed at the same time as the multiple-unit housing ▪ Explanation of split between parking available for residents and parking for exclusive use by commercial tenants and customers (<i>*note parking exclusively for commercial tenants and customers is not included in exemption</i>) ○ Method of construction 			
Expected Timelines			
Date of land use application submission (expected or actual):	Have you applied for a building permit?	Yes	No
Anticipated construction start date:	Anticipated construction completion date:		
Desired effective date for tax exemption (tax year):			
Is the project located within the Downtown or Glenwood Urban Renewal Area?	Yes	No	
If yes, do you plan to request System Development Charge (SDC) assistance from the Springfield Economic Development Agency?	Yes	No	
Is other public financial assistance being requested for the project?	Yes	No	
If yes, please describe:			
Will the project abut Main Street between 38 th Street and Bob Straub Parkway?	Yes	No	
If yes, please certify that you are aware that in order to qualify for the tax exemption the project may not include ground floor residential in buildings fronting Main Street (<i>initial</i>):			
Are you planning to seek any amendments to the Springfield Development code or adopted land use plans, or to seek any variances as part of the development approval process?	Yes	No	
If so, please explain (attach additional pages as necessary):			
Does the proposed project conform to the requirements of the Springfield Comprehensive Plan, any applicable refinement plans and functional plans, and the Springfield Development Code?	Yes	No	
Comments (optional)			

Certify project is not being designed or used as transient lodging including but not limited to short term rentals (initial):

PUBLIC BENEFIT

Which public benefit option are you applying under (check one)?

Option 1 – Clear and Objective Criteria

Option 2 – Fee-in-Lieu for ADA Accessibility

Option 3 – Council Proposal

Option 1, Clear and Objective Criteria

Please check all that apply.

Attach a narrative description and supporting documentation as described in the Program Guidelines.

Benefit	A	B
Amenities Supporting Bicyclists and Pedestrians		
Units Accessible to a Range of Household Sizes		
Affordable Housing		
Amenities Supporting Mass Transit Use		
Dedication of Land or Easement for Public Purpose		
EV and Micro-mobility Charging		
Offsite ADA Accessibility		
Accessible Units		
Child Care Center		
Energy Efficiency/Green Building		
Development or Redevelopment of Underutilized Property		
Community Spaces		
Moderate Income Rental Housing		
Ground Floor Commercial Space		

Option 2, Fee-in-Lieu for ADA Accessibility

Please certify that you are aware that you will be required to pay 10% of the total tax exemption amount to the City to remain eligible for this exemption. The fee can be paid upfront with a 5% discount, or annually from years 3 through 10 of the exemption. (initial)

Option 3, Council Proposal

Please attach a description of the proposed public benefit(s), addressing the below questions in detail and include supporting documentation, letters of support from impacted public agencies, images, renderings as available and applicable. This description will be used by City Council to consider whether the minimum application requirements have been met.

- o Describe the public benefit(s) to be provided.
- o Does the public benefit(s) support and/or further any adopted City Plans or Policies? Please explain.
- o Does the proposed public benefit(s) provide a benefit to the public which is proportional to the exemption requested? Please explain.
- o Does the public benefit(s) go above and beyond development requirements? If no, please explain why an exception is warranted.
- o Will the public benefit(s) extend for at least the duration of the tax exemption? Please explain.
- o Will the public benefit(s) be included as part of the construction of the project? Please explain.
- o Please propose how the City can verify ongoing compliance with the public benefit(s) during the exemption period.
- o Will the public benefit(s) impact any other public agency? If yes, please explain.

SIGNATURE

By signing this application, I acknowledge and agree that:

- The City will not process the application until it is deemed complete. Acceptance of the application does not guarantee applicant will be granted a tax exemption.
- All statements made in this application are accurate to the best of my knowledge and are made for purposes of obtaining the tax exemption.
- I have reviewed all program requirements including requirements of the Springfield Municipal Code and the Program Guidelines. I am aware of the requirements I must meet to remain eligible for the exemption.
- If the property owner benefitting from a tax exemption does not continue to meet all requirements outlined in program requirements and approval, the City may revoke the approval and request Lane County revoke the tax exemption.
- The City will rely on the information contained in this application. If any information should change prior to decision or during an approved exemption period, I will notify the City promptly

Applicant's Name: (Please Print)	Date:
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Title of Applicant	Applicant's Signature:
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STATE OF OREGON
County of Lane

Signed and sworn to (or affirmed) before me on _____, 20____, by _____.

Notary Public for Oregon

Authorized Representative Name: (Please Print)	Date:
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Title of Authorized Representative	Authorized Representative Signature (if different than Applicant):
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APPLICATION CHECKLIST

- ✓ Complete Application
- ✓ Attach Legal Description of Property
- ✓ Attach Proof of Ownership (deed) or Proof of Future Ownership (purchase and sale agreement, earnest money agreement, land sale contract) and Proof of Present Site Control
- ✓ Attach Preliminary Site Plan Showing Major Features Including Public Benefits (as applicable)
- ✓ Attach Project Description
- ✓ Attach Public Benefit Description and Supporting Documentation (as applicable)
- ✓ Attach Supporting Documentation Showing Parking Availability for Residents (if seeking exemption)
- ✓ Pay Application Fee

Questions and completed applications should be directed to:

Katie Carroll
City of Springfield, 225 Fifth Street
Springfield, OR 97477
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Email: kcarroll@springfield-or.gov