

# Housing Diversity Tax Exemption Pre-Application Meeting



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 an application for the exemption, applicants must attend a pre-application meeting. Please fill out this form to request a pre-application meeting and review SMC 3.550-3.558 and the Program Guidelines prior the meeting. There is no fee for the HDTE pre-application meeting.***

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

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
Site Address(es):		
Assessor's Map and Tax Lot Number(s):		
Current use – briefly describe the existing use of the site (attach additional pages as necessary):		
Existing Structures – briefly describe the number, size, and type of structures on the site (attach additional pages as necessary):		

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

**PROJECT INFORMATION**

Describe the proposed project (attach additional pages as necessary):

- o Number of dwelling units to be created
- o Non-residential uses and amenities (if any)
- o Site layout and major features
- o New parking (if any) including split of use for residential and commercial
- o Any other pertinent information

Which public benefit option are you pursuing?	Option 1	Option 2	Option 3
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Please describe your plans for providing public benefits (attach additional pages as necessary):

**Expected timelines**

Date of land use application submission (expected or actual):	Anticipated date to submit building permit application:
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Anticipated construction start date:	Anticipated construction completion date:
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Do you have scheduled, or plan to schedule, other meetings with the city related to the development of this project?	Yes	No
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Would you like staff to try and coordinate the scheduling of this meeting with other City meetings you have scheduled or plan to schedule? <u>Please note this may delay scheduling of the HDTE pre-application meeting.</u>	Yes	No
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If yes, please describe:

**PRE-APPLICATIN MEETING ATTACHMENTS**

- Proposed Plan Materials – Please attach preliminary project information as available. It is not necessary to include these items, however, the level of feedback staff will be able to give in the pre-application meeting will depend on what information the applicant provides ahead of the meeting. **Any materials not included with this form are due a minimum of two weeks in advance of the scheduled pre-application meeting.**
  - Preliminary site plan, including proposed public benefits and parking (as applicable)
  - Map of development site
  - Supporting materials for public benefits and proof of parking availability for residents (as available)
- 5 Questions- Please list specific questions the applicant would like to discuss during the meeting. This meeting is not intended to replace the City’s Development Initiation Meeting (DIM). Questions for the HDTE pre-application meeting should be focused on the requirements of the tax exemption program. Questions regarding the City’s development requirements should be limited to those questions which relate to complying with the HDTE program requirements. So that each question may be discussed, the applicant is **limited to five questions**. If more than five questions are asked, or if multiple part questions are presented, staff may not be able to address all questions during the meeting.
- Fee- There is no fee for this meeting.** If a prospective applicant moves forward with applying for the tax exemption, an application fee will be due at submission of the application.

**PRE-APPLICATIN MEETING PROCESS**

- The pre-application meeting is a required step of applying for the Housing Diversity Tax Exemption. The purpose of this meeting is to discuss a prospective applicant’s plans for meeting the requirements of the program, including provision of public benefits, and to answer questions about the program requirements and application process. Staff will provide feedback in the meeting to help the applicant prepare their application for the exemption. The meeting is informal and not binding, and the City will not issue any decision, staff report, or minutes from the meeting.
- Please submit this form requesting a pre-application meeting at least **3 weeks** in advance of when you’d like to meet. Staff will strive to schedule the pre-application meeting in alignment with other scheduled development meetings as possible, if requested.

**SIGNATURE**

By signing this application, I acknowledge and agree that:

- Staff will do its best to coordinate with other development meetings, but this may not be possible.
- Information provided will speak to the project’s potential eligibility for the HDTE and will be commensurate with the level of detail provided by prospective applicant.
- The HDTE is a discretionary program and the City will evaluate the qualifications of a project when the City receives an official application. Information provided in pre-application meeting should be considered preliminary. The City reserves the right to request additional information as it processes applications.

Applicant’s Name: (Please Print)	Date:
Applicant’s Signature:	