

Application for Multiple-Unit Housing Tax Incentive Program – SRC 2.790

City of Salem, Urban Development Department
350 Commercial Street NE, Salem, OR 97301

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: Block: Subdivision:

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:

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

Total building square footage: _____	Dimensions of building: _____
Building covers _____ percentage of the lot.	
Amount of open space to be included: _____	
Method of construction: _____	
Type of materials: _____	
Is other public financial assistance being requested for the project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, please list the amount and type of existing or anticipated sources of funds requested: _____	

V. Public Benefits (Please check all that apply)

- Units sales prices or rental rates accessible to a broad range of mixed incomes
- Recreation facilities
- Open space
- Common meeting rooms
- Daycare facilities
- Facilities supportive of the arts
- Facilities for the handicapped
- Special architectural features
- Service/commercial use permitted and needed but unavailable for economic reasons
- 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
- Development in structures that may include ground level commercial space
- Development on sites with existing single-story commercial structures
- Development on existing surface parking lots
- LEED certification of the project
- Provision of parking spaces within the structure
- Provision of amenities and/or programs supportive of the use of mass transit

Please attach the following and label as Exhibits A-F

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Legal Description, labeled as Exhibit A |
| <input type="checkbox"/> | Evidence of Site Control, labeled as Exhibit B |
| <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | A site plan, drawn to a minimum scale of 1" = 20', which shows in detail the development plan of the entire project. Refer to SRC2.810 (3) and (5), labeled as Exhibit D |
| <input type="checkbox"/> | Letter from the City of Salem Public Works Department stating the proposed use can be served by existing sewer and water service, labeled as Exhibit E |
| <input type="checkbox"/> | Documents to explain the proposed public benefits, including economic feasibility studies and market studies when appropriate, 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:	

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: **Clint Dameron, 503.540.2404**
350 Commercial Street NE
Salem, OR 97301