



CITY OF TUMWATER
 555 ISRAEL RD. SW, TUMWATER, WA 98501
 (360) 754-4180
 Email: cdd@ci.tumwater.wa.us
**TAX EXEMPTION ON MULTI-FAMILY UNITS
 WITHIN A DESIGNATED RESIDENTIAL
 TARGET AREA**
**APPLICATION FOR A CONDITIONAL
 CERTIFICATE**
SUPPLEMENTAL QUESTIONS

TUM
-22-1393

DATE STAMP

RCVD BY

PROJECT INFORMATION

PROPERTY ADDRESS: 4300 Capitol Blvd SE, Tumwater, WA 98501

PARCEL #: 3387000400 **PROJECT NAME:** Deschutes Valley Apartments

DESCRIPTION OF THE PROJECT, INCLUDING USES OF ALL PROPOSED BUILDING AND ON-SITE AMENITIES: Green space & walking trail access.

COMPLETE THE FOLLOWING TABLE:

PROPOSED DWELLING UNITS	STUDIO	1-BR	2-BR	3-BR+	TOTAL UNITS
NUMBER OF INCOME-RESTRICTED UNITS	N/A	_____	_____	_____	N/A
NUMBER OF MARKET-RATE UNITS	24	31	40	_____	95
AVERAGE MONTHLY RENT (INCOME-RESTRICTED)	N/A	_____	_____	_____	N/A
AVERAGE MONTHLY RENT (MARKET-RATE)	\$1,600.00	\$1,900.00	\$2,320.00	N/A	95
AVERAGE UNIT SIZE (SF)	577	619	961	_____	_____
DEVELOPMENT COST PER UNIT	\$90,000.00	\$116,000.00	\$156,00.00	_____	_____
NUMBER OF UNITS VACANT FOR 12 MONTHS OR MORE*	0	_____	_____	_____	_____
NUMBER OF UNITS THAT ARE CURRENTLY OCCUPIED*	0	_____	_____	_____	_____

* COMPLETE IF APPLICANT WILL REHABILITATE EXISTING UNITS

TOTAL SITE AREA: 3.47acre's **PROPOSED DENSITY:** 27 units per acre

STATEMENT OF POTENTIAL TAX LIABILITY

AS OWNER OF THE LAND DESCRIBED IN THIS APPLICATION, I HEREBY INDICATE BY MY SIGNATURE THAT I AM AWARE OF THE ADDITIONAL TAX LIABILITY IF AND WHEN THE PROPERTY CEASES TO BE ELIGIBLE FOR EXEMPTION. I AM AWARE THAT THE TAX EXEMPTION MUST BE CANCELLED IF THE PROPERTY IS CONVERTED FROM MULTIFAMILY TO ANOTHER USE. I AM AWARE THAT IF I DECIDE TO CONVERT THE MULTIFAMILY HOUSING TO ANOTHER USE OR INTEND TO DISCONTINUE COMPLIANCE WITH THE AFFORDABLE HOUSING REQUIREMENTS, I MUST NOTIFY THE CITY COMMUNITY DEVELOPMENT DEPARTMENT AND THE COUNTY ASSESSOR WITHIN 60 DAYS OF THE CHANGE IN USE OR INTENDED DISCONTINUANCE.

OWNER SIGNATURE: _____



DATE: 9/30/22

AFFIRMATION

AS TAXPAYER(S) OF THE LAND DESCRIBED IN THIS APPLICATION, I HEREBY INDICATE BY MY SIGNATURE THAT I AM AWARE THAT THE EXEMPTION DOES NOT BEGIN UNTIL AFTER THE PROJECT IS COMPLETE AND I HAVE APPLIED FOR A FINAL CERTIFICATE OF EXEMPTION. I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF WASHINGTON THAT THIS APPLICATION AND ANY ACCOMPANYING DOCUMENTS HAVE BEEN EXAMINED BY ME AND THAT THEY ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

OWNER SIGNATURE: _____



DATE: 9/30/22

SUMMARY OF PROCESS STEPS

1. **Pre-application meeting:** A meeting with staff to discuss the process and criteria is recommended prior to application.
2. **Application:** Complete the attached application and submit the applicable materials listed on the form along with the required filing fee. The application must be submitted prior to applying for a building permit.
3. **Review process:**
 - a. The Community Development Department reviews the application and within 90 days determines whether it is consistent with the program criteria.
 - b. If the proposal is found to be consistent, the Community Development Department Director may certify the project as eligible for the tax exemption. The applicant shall then enter into a contract with the City regarding the terms and conditions of the project.
 - c. Upon approval of the contract by Community Development Department Director, the Director issues a Conditional Certificate of Tax Exemption. The Conditional Certificate expires three years from the date of approval unless an extension is granted.
 - d. If the Community Development Department Director denies the eligibility for tax exemption, the applicant may file an appeal within 30 days of receipt of notice. The City Council decides the appeal.
4. **Application for final certificate:** Upon completion of the improvements agreed upon in the contract between the applicant and the City and upon issuance of a temporary or permanent certificate of occupancy, the applicant may request a Final Certificate of Tax Exemption. The applicant must file with the Community Development Department the following:
 - a. A statement of expenditures made with respect to each multifamily housing unit and the total expenditures made with respect to the entire property.
 - b. A description of the completed work with evidence of final City inspection of all work completed and a statement of qualification for the exemption.
 - c. A statement that the work was completed within the required three-year period or any authorized extension.

- d. If applicable, a statement that the project meets the affordability requirements.
 - e. Other requirements, if applicable
 - f. Within 30 days of receipt of all materials required for the Final Certificate, the Community Development Department Director determines whether the project has been completed in accordance with the contract.
5. **Issuance of final certificate.**
- a. If approved, the Community Development Department Director files a Final Certificate of Exemption with the county assessor.
 - b. If denied, within fourteen calendar days of receipt of the director's denial of a final certificate, the applicant may file an appeal with the City's hearing examiner, as provided in TMC Chapter 2.58.
6. **Annual compliance review.** Within thirty calendar days after the first anniversary of the date of filing the final certificate of tax exemption and each year thereafter for the tax exemption period, the property owner shall file a notarized declaration with the director indicating the following:
- a. A statement of occupancy and vacancy of the multifamily units during the previous year;
 - b. A certification that the property continues to be in compliance with the contract with the City and this chapter and, if applicable, that the property has been in compliance with the affordable housing requirements as described in RCW 84.14.020 since the date of the approved certificate;
 - c. A description of any subsequent improvements or changes to the property; and
 - d. Any additional information requested by the City in regards to the units receiving a tax exemption.
 - e. City staff may also conduct on-site verification of the declaration.
 - f. Failure to submit the annual declaration shall result in a review of the exemption per TMC 3.30.120.