



**CITY OF NEW HAVEN APPLICATION FOR TAX ABATEMENT  
FOR LOW INCOME, MULTI-FAMILY RESIDENTIAL DEVELOPMENTS**

**I. APPLICANT INFORMATION**

A. APPLICATION DATE: \_\_\_\_\_

B. APPLICANT NAME: \_\_\_\_\_

C. IF DIFFERENT, OWNER'S NAME: \_\_\_\_\_

D. PROJECT NAME: \_\_\_\_\_

E. PROJECT ADDRESS(S): \_\_\_\_\_

F. KEY CONTACT INFORMATION:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**II. APPLICATION SUMMARY**

A. Project Type:

- Renovation of Existing Structure
- New Construction
- Conversion of existing commercial, industrial or mixed income property
- Existing multi-family dwelling(s)

B. Total Number of Units: \_\_\_\_\_ Total Number of Buildings: \_\_\_\_\_

C. Total Number of Affordable Units: \_\_\_\_\_

- D. Percentage of Affordable Units: \_\_\_\_\_
- E. Will Affordable Units be subsidized with federal or state or local rent subsidies, i.e. Project Based Section 8, RAP, etc.? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, provide documentation in Exhibit 12.
- F. Description of the Property for which the tax exemption is sought, identified by metes and bounds, tax map block and lots and corresponding street address, including a surveyor plotting from the tax map;
- G. A copy of the deed or lease as applicable. If the Property is not owned or leased at the time of application, the applicant shall provide a copy of the contract to purchase or the proposed form of lease.

**III. PROJECT SUMMARY**

- A. Statement of the nature of the proposed project: low and moderate income housing, market rate residential, commercial, industrial, etc., and whether the Property is to be owned or leased.
- B. Proposed term or duration of the tax exemption is \_\_\_\_\_ 15 years or \_\_\_\_\_ 17 years (per Sec. II: Tax Abatement Agreements, Para. 3).
- C. A detailed description of the improvements to be made to the Property, including approved site plans and, if appropriate, architectural drawings;
- D. Estimate of the total cost of the project, including an estimate of construction costs, certified by a qualified architect, engineer, general contractor, or 3<sup>rd</sup> party construction estimator;
- E. Fiscal plan outlining the schedule of annual gross revenue or gross shelter rents, the estimated expenditures for operation and maintenance, interest, amortization of debt and all reserves.
- F. A construction schedule indicating a certain commencement date which must occur no later than one (1) years from the date of the application.
- G. Copies of all government approvals such as zoning, city plan, etc. granting the Project final site plan approval;
- H. Disclosure statements as to all parties, including principals, partners, parent and subsidiary companies, having any interest in the Property or the Project or any other Financial Agreements then in force and effect in which any of such parties have any interest;
- I. If new construction, conversion or significant renovation project, the Developer's good faith estimate of the number and type of temporary jobs to be created by the Project during construction and the number and type of permanent jobs to be created by the Project within one year after construction is completed.

- J. The Applicant for new construction, conversion or significant renovations projects shall also set forth the proposed Project Employment Plan of the Developer and a certification by the Developer that such plan complies with the City's employment policies;
- K. Certification by the Developer that he/she confirms the accuracy of all information contained in the application and that the information is true and correct to the best of the Developer's knowledge. The certification shall contain the original signature of the Developer notarized or witnessed. In the case of a corporation, the Developer shall submit a notarized corporate resolution, with the seal of the corporation and the signature of the Secretary of the corporation, authorizing the signatory to bind the corporation or similar bona fide evidence of authorization. In the case of a partnership the Developer shall submit a copy of the partnership agreement, certified to be a full force and effect, authorizing the signatory to bind the partnership. In the case of a limited liability corporation or any other lawful business organization, the Developer shall submit other similar bona fide evidence of the signatory's authority; and
- L. Payment in full of the applicable application fee payable to the Controller. This fee is found in the New Haven Code of General Ordinances, Article XX: Section 17-201: Permit Licenses and User Fees.

**IV. REQUIRED DOCUMENTATION**

- A. Unless otherwise provided by the Applicant in response to previous requests for information in the application, the Applicant shall provide the City with the following information as part of request for a Tax Abatement. Additional information may be requested as deemed necessary by the Board of Alderman or the City for part of their review of the applicants request for tax abatement.
  - 6 copies of application and all required documentation with tabs labeled with appropriate Exhibit identified.
  - Exhibit 1: Project Summary Response.
  - Exhibit 2: Organizational Documents including Certificate of Incorporation, Articles of Incorporation, etc.
  - Exhibit 3: Certificate of Good Standing.
  - Exhibit 4: Evidence of site control by the applicant (Deed, Option/Purchase Sale Agreement) if Applicant does not yet have ownership of the property.
  - Exhibit 5: Copy of recorded Affordable or Restrictive Covenants, if applicable.
  - Exhibit 6: Evidence that Property and all real estate owned by principal(s) are current on New Haven taxes.
  - Exhibit 7: Development budget for new construction, conversion and significant renovations projects to include all sources, method and amount of money to be subscribed through public or private capital, to fund the construction of the Project, including the amount of stock or other securities to be issued therefore, or the extent of capital invested and the proprietary or

ownership interest obtained in consideration therefore. Documentation of all commitment letters is required.

- ❑ Exhibit 8: Three (3) year proforma assumptions for the development.
- ❑ Exhibit 9: If the applicant is requesting an abatement for a scattered site multifamily rental, than the Applicant must provide proforma, budget and tax information for each property that is requesting an abatement form and provide the Board of Alders and the City with a consolidated set of budget, proforma and financial information for the properties for which the abatements are being requested.
- ❑ Exhibit 10: Corporate resolution authorizing the Development to enter into a tax abatement agreement with the City of New Haven.
- ❑ Exhibit 11: Attach, any and all, letters of support.
- ❑ Exhibit 12: Documentation of any rental subsidies, if applicable.