

URA INCENTIVE PROGRAM

STEP-BY-STEP INSTRUCTIONS

1. Pick up the application and information material from Burns City Hall, or the city website at: cityofburnsor.gov.
2. Request a pre-application conference with the city clerk to go over your project, city land use requirements, the application process, and URA Standard Operating Procedures.
3. Complete and submit the application with a \$250 filing fee, current building/property photos, proof of legal ownership, current tax statement, and any agreements between property owners/recipient of proposed incentive.
4. You may be asked for more complete or additional information before your application can be deemed complete. Please respond with this information as soon as possible.
5. Once the application is complete, you must attend the Urban Renewal Agency (URA) meeting, concerning your application. Your application may be approved, approved with conditions, or denied by the URA.
6. You must provide progress reports to the URA at least every six months.
7. Upon the completion of the project or phase, you must provide an updated tax assessment showing the change in value based on the improvements made, from the Harney County Tax Assessor. This must be done before your incentive rebate can be processed.

BURNS URBAN RENEWAL AGENCY
INCENTIVE PROGRAM PROPERTY APPLICATION

☐ New Home ☐ Major Home Remodel ☐ Commercial New Build ☐ Major Commercial Remodel

Date Submitted _____

Name of Applicant: _____

Project Street Address: _____

Mailing Address (if different): _____

Telephone number/s: _____

Email address: _____

Property Owner Address/Phone number (if different): _____

Who is to be the recipient of the Incentive payment: _____

Type of project: Residential: New Build - or - Major Remodel (circle one)

 Commercial: New Build - or - Major Remodel (circle one)

Harney County Assessors Map #: _____

(Include an aerial map view of property)

Harney County Tax Lot #: _____

Most recent Tax Assessor's Assessed Value: \$ _____

Brief description of project: _____

What permits do you currently have: _____

Which permits do you plan to apply for: _____

Total Project Cost (see worksheet on page 2): \$ _____

Estimated Project Start Date: _____

Estimated Project Completion Date: _____

I, applicant, acknowledge that the statements made herein are true and represent an accurate and full disclosure of all appropriate information as of this date. I understand that the URA will retain this application and any other information the URA receives, whether or not this incentive request is approved. I understand that this is public information.

APPLICANT SIGNATURE: _____ Date: _____

Proposed Project Financing Worksheet

Estimated Costs (Itemized) (If more space is needed, please attach worksheet)

Description	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Labor (personal or hired)	\$

Total Est. Cost →

\$

Please ensure that the following items are included with the completed application form

- ☐ Application Fee (Cashier's Check/Money Order) made payable to the City of Burns URA in the amount of \$250
- ☐ Current building/property photos
- ☐ Proof of legal ownership (Property Deed)
- ☐ Proof of current tax statement (Available from HC Assessor)
- ☐ Any agreements between property owners/recipient of proposed incentive

****NOTE: IF PROPERTY SELLS PRIOR TO THE PROJECT BEING FINISHED AND RE-ASSESSED THIS APPLICATION MAY BE NULL & VOID WITHOUT APPROPRIATE NOTIFICATION SUBMITTED TO BURNS URA BOARD AT TIME OF SALE****

FOR OFFICIAL USE ONLY

Type of Project (select all that apply)

- | | | |
|---|---------------------------------|-----|
| <input type="checkbox"/> Building interior | Property in Urban Renewal Area? | Y/N |
| <input type="checkbox"/> Building exterior/facade | Approvals required? | Y/N |
| <input type="checkbox"/> Infrastructure | Building Code Compliance? | Y/N |
| <input type="checkbox"/> New construction/site development | Planning Commission meeting? | Y/N |
| <input type="checkbox"/> Mitigation, reduction, removal of blight | Easement/Encroachments? | Y/N |
| <input type="checkbox"/> SDC rebates | Remodel meets threshold? | Y/N |
| <input type="checkbox"/> Notes: | | |

Date of initial Tax Assessment _____ Date of 'finished' Tax Assessment _____

Change in assessed value: \$ _____

Date deemed complete: _____ Estimated Incentive Rebate: \$ _____

Approval for payment date: _____ Reviewed by: _____

If ineligible, reason NOT approved for program: _____

STANDARD OPERATING PROCEDURES OF BURNS URBAN RENEWAL AGENCY

These Standard Operating Procedures of Burns Urban Renewal Agency dated February 9, 2022 (these "SOPs") are authorized by Order of the Urban Renewal Agency Board of Directors. The SOPs govern the use of the Agency's "New Home Incentive Program" and "Major Remodel Program," "Commercial New Build Incentive Program" and "Commercial Major Remodel Program", collectively referred to as the "Incentive Programs," as described herein.

1. APPLICATION PROCEDURES

1.1 Application Process. Applicants who wish to participate in the URA Incentive Programs must first file an application with the URA executive director at the Agency office.

1.2 Application Form. Agency's office will use a standard form for all URA participants, substantially in the form shown in Exhibit B. The Application Form may be amended from time to time by the executive director to meet the needs of the program.

1.3 Application Fees. Agency will use the City of Burns (the "City") approved "Fee Schedule" and "Acknowledgement" forms for all Application Fees, as shown in Exhibit C to these SOPs. Application Fees will automatically be adjusted when changes to the Fee Schedule are made and approved by the City.

- (a) The fee for URA Applications will follow the "Land Use Review" fee schedule of the City.
- (b) Requests for URA interpretations will follow the "Interpretation" fee schedule of the City.
- (c) Requests to amend the URA, including minor amendments to URA boundaries, will follow the "Amendment" fee schedule of the City.

Agency Fees will be processed by the City but are to be kept separate from and are in addition to any charges owed by the Applicant to the City incurred through the City's planning process.

1.4 Application Approval; Conditions. The executive director may approve applications for properties currently within the URA boundaries that do not require discretion (i.e. new construction; major renovations and additions to existing properties). Applications for properties that are not within the URA boundaries or that require discretion must be referred to the Board for review and approval. The executive director may refer any application to the Board as he/she sees fit. The approval of an application does not guarantee payment of incentives from the URA to any applicant.

2. ELIGIBILITY; APPLICANT RESPONSIBILITIES; REMOVAL AND ADJUDICATION

2.1 Eligibility; URA Boundaries. Properties within the urban renewal area boundaries established by the adopting ordinance (City Ordinance No. 21-877), and any subsequent amendments to those boundaries as approved by the Agency, are eligible to participate in the Incentive Programs provided they meet the terms and conditions described in this Section 2.

2.2 Eligible Improvements. The following improvements are eligible for participation.

- (a) New Home Incentive Program. Site-built homes on an approved residential lot in the Residential Limited (RL), Residential General (RG) and Residential Commercial (RC) zones are eligible for the New Home Incentive Program. Manufactured homes and prefabricated structures are eligible providing they were manufactured no more than three (3) years prior to the date of application. Recreational Vehicles (RVs) of any kind are not eligible.
- (b) Major Remodel Program. Substantial improvements to existing homes in the RL, RG and RC zone that result in an increase in assessed value of \$10,000 or greater are eligible for the Major Remodel Program. Homes in the Downtown (D), General Commercial (GC), General

Industrial (GI) and Park Reserve (PR) zones may be eligible but must be reviewed and approved by the Board.

- (c) Commercial New Build Incentive Program. Site-built commercial buildings on an approved commercial lot in the commercial zones are eligible for the Commercial New Build Incentive Program.
- (d) Commercial Major Remodel Program. Substantial improvements to existing commercial buildings in the commercial zone that result in an increase in assessed value of \$10,000 or greater are eligible for the Commercial Major Remodel Program. Buildings in the Downtown (D), General Commercial (GC), General Industrial (GI) and Park Reserve (PR) zones may be eligible but must be reviewed and approved by the Board.

2.3 Eligibility; Terms. Applicants must file their application for the Incentive Programs and receive executive director or Agency written approval prior to beginning any improvements to their property. Improvements that begin prior to the application approval date may not be eligible to receive incentives without subsequent Board approval.

- (a) Participants in the New Home/Commercial New Build Incentive Program must have a completed and approved Land Use Review or Site Design Review by City prior to receiving approval from executive director to be eligible for the New Home Incentive Program.

2.4 Applicant Responsibilities; Ineligibility and Removal. Applicants must adhere to all local, state and federal building codes and regulations from the time of application through completion of their property improvements. Projects initiated without local land use review, permits and other required regulatory reviews are ineligible to participate in the Incentive Programs. Applicants whose permits are revoked or who fail to follow regulations during course of construction may be removed from eligibility at the discretion of the Board.

2.5 Board Review; Adjudication. The Board will act as Agency's review board when adjudicating any decisions of the executive director regarding program eligibility and removal.

3. INCENTIVE PAYMENTS; PROCEDURES

3.1 Incentive Payments; Types. The Agency makes five types of incentive payments:

- (a) Rebates of 7% of the change in assessed value (as determined by the Harney County Assessor) for new home construction under the New Home Incentive Program.
- (b) Rebates of 15% of the change in assessed value (as determined by the Harney County Assessor) for substantial improvements to existing residential properties.
- (c) Rebates of 5% of the change in assessed value (as determined by the Harney County Assessor) for new commercial construction under the Commercial Incentive Program.
- (d) Rebates of 12% of the change in assessed value (as determined by the Harney County Assessor) for substantial improvements to existing commercial properties.
- (e) Rebate payment of SDC's (as determined by City) for program participants making new connections to City services.

3.2 Incentive Payments; Authorization. Agency Board must authorize all rebate payments under all Incentive Programs and payments in excess of \$25,000. Rebates under \$25,000 may be authorized by Executive Director.

3.3 Incentive Payments; Procedures. Rebate payments will be issued annually following receipt of the official change property ratio and tax statements from the Harney County Assessor. Tax statements will clearly identify the exception value for new construction and major improvements, upon which the rebates will be determined.

3.4 Payment Issuance. Payments will be issued to the approved Applicant(s) who submitted the application form within 30-days of receipt of a City invoice or Board approval of rebate payments.

4. BOUNDARY AMENDMENTS

4.1 Amendments. Per ORS 457.440, to add property to the plan area the URA Board must amend the plan and provide notice to the Harney County Assessor prior to January 1 before the tax year to which the amendment applies. For example, plan area amendments submitted by December 31, 2022 will apply to property improvements made on or after January 1, 2023.