

**LECLAIRE**  
**URBAN REVITALIZATION PROGRAM**

**IMPROVEMENT PROJECT  
TAX EXEMPTION  
APPLICATION PACKET**

**(REVISED 2021)**

## IMPORTANT INFORMATION TO READ

### **A. WHAT PROPERTIES AND IMPROVEMENTS ARE ELIGIBLE UNDER THIS PROGRAM?**

#### ELIGIBLE PROPERTY/QUALIFIED REAL ESTATE

- Must be real estate located within a designated Urban Revitalization Area.
- Real estate assessed as residential, commercial, or industrial and located within any designated Urban Revitalization Area may be eligible for the exemption schedule applicable to that assessment category.

#### ELIGIBLE IMPROVEMENTS

- Improvements must be made to the qualified real estate during the time the real estate was in an area designated an Urban Revitalization Area.
- Improvements include both rehabilitation and additions to existing structures, as well as new construction on vacant land or on land with existing structures. The amount of tax exemption is based on the "actual value added by improvements", as determined by the Scott County Assessor, and is not necessarily the same as the cost of the improvements. That is, the assessor may determine that the actual value added to the property is greater or less than the cost of the improvements.
- A sufficient amount of improvements must have been made during the time the area was designated an Urban Revitalization Area and result in the following increases in value:
  1. If no structures were located on the property prior to the improvements, any improvements may qualify.
  2. If the property is assessed as residential, the total, completed, improvements must increase the actual value of the principal structure by at least ten percent (10%).
  3. If at least one structure was located on the property before the improvements were made and the property is not assessed as residential, the improvements must increase the actual value of the structure by at least 15%. If more than one building is located upon property not assessed as residential, the 15% increase requirement applies only to the structure or structures upon which the improvements were made.

### **B. WHAT ARE THE STEPS IN APPLYING FOR AN EXEMPTION?**

STEP 1. The property-owner must apply for an exemption on the attached application form by February 1st of the assessment year for which the exemption is first claimed, but not later than the year in which all the improvements under consideration (phased projects??) are first assessed for taxation, or the following two assessment years. Once the owner elects an exemption and it is granted the owner may not change the method of exemption. (An owner has the option of submitting a proposal for an improvement project to the City prior to submitting a formal application. If the project is in conformance with the revitalization plan, the City shall, by resolution, give preliminary approval to the project.

Any such preliminary approval shall not entitle the owner to exemption from taxation until the improvements have been completed and found to be qualified real estate. If the proposal is rejected, the owner may submit an amended proposal for the City to approve or reject.)

STEP 2. The City reviews all applications to determine whether a proposed project conforms to the revitalization plan, is within the designated area, and if the improvements are to be made during the appropriate time period. If a proposed project meets all three criteria, the City must forward the application to the Scott County Assessor by March 1st, with a statement as to which exemption applies. If the City rejects an application because it is not consistent with the revitalization plan, the property owner may submit an amended proposal.

STEP 3. The Scott County Assessor must physically review the property to make his/her determination on project eligibility. In subsequent years, the Assessor will perform "periodic" physical reviews of properties which remain exempt, and, as long as the exemption applies, no additional application is necessary. If an application is rejected by the Assessor, the applicant may appeal to the Board of Review pursuant to Code Section 441.37, or re-file in a subsequent year after further improvements have been made.

**PROJECT APPLICATION FORM**  
**FOR TAX EXEMPTIONS UNDER THE**  
**LECLAIRE URBAN REVITALIZATION PROGRAM**

(Please Print or Type)

1. DATE OF APPLICATION: \_\_\_\_\_

2. NAME(S) OF APPLICANT(S): \_\_\_\_\_

ADDRESS(ES): \_\_\_\_\_

\_\_\_\_\_

PHONE #(‘s): \_\_\_\_\_

3. U.R.A. TRACT: \_\_\_\_\_ U.R.A. PARCEL #: \_\_\_\_\_

Legal	Description:
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. DETAILED DESCRIPTION OF IMPROVEMENTS: (Attach copy of City Building Permit):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. ESTIMATED OR ACTUAL COST OF IMPROVEMENTS AT TIME OF APPLICATION:

\_\_\_\_\_

6. ESTIMATED OR ACTUAL DATE OF PHASED OR TOTAL COMPLETION (SPECIFY):

\_\_\_\_\_

7. LIST OF ANY CURRENT TENANTS AND ADDRESSES AND PHONE NUMBERS, (IF APPLICABLE) WITHIN THE PROJECT SITE(S) UNDER CONSIDERATION:

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8. AVAILABLE EXEMPTION SCHEDULES (Check One):

     Residential - All qualified real estate assessed as residential property is eligible to receive a one hundred percent (100%) exemption from taxation on the first \$75,000 of actual value added by eligible improvements. The exemption is for a period of five (5) years.

     Residential with Three or More Separate Dwelling Units All qualified real estate assessed as residential property under Iowa Code Section 441.21(14)(a)(6) on or after January 1, 2022, having three or more separate dwelling units, is eligible to receive a one hundred percent (100%) exemption from taxation on the actual value added by eligible improvements. The exemption is for a period of ten (10) years.

     Commercial or Industrial (Option A) All qualified real estate assessed as commercial or industrial property is eligible to receive a one hundred percent (100%) exemption from taxation on the actual value added by eligible improvements. The exemption is for a period of three (3) years

     Commercial or Industrial (Option B) All qualified real estate assessed as commercial or industrial is eligible to receive, for a period of ten (10) years, an exemption from taxation on a declining percentage of the actual value added by improvements under the following schedule:

- i. For the first year, eighty percent (80%) of the actual value added
- ii. For the second year, seventy percent (70%) of the actual value added
- iii. For the third year, sixty percent (60%) of the actual value added
- iv. For the fourth year, fifty percent (50%) of the actual value added
- v. For the fifth year, forty percent (40%) of the actual value added
- vi. For the sixth year, forty percent (40%) of the actual value added
- vii. For the seventh year, thirty percent (30%) of the actual value added
- viii. For the eighth year, thirty percent (30%) of the actual value added
- ix. For the ninth year, twenty percent (20%) of the actual value added
- x. For the tenth year, twenty percent (20%) of the actual value added

9. DO YOU PROPOSE TO USE INDUSTRIAL DEVELOPMENT REVENUE BOND FINANCING IN CONJUNCTION WITH THE ABOVE-LISTED TAX EXEMPTION CHOSEN?

YES \_\_\_\_\_ NO \_\_\_\_\_

10. (IF APPLICABLE) (WERE) OR (WILL) ANY TENANTS BE DISPLACED DUE TO THE IMPROVEMENTS THAT (HAVE BEEN) OR (WILL BE) MADE?

YES \_\_\_\_\_ NO \_\_\_\_\_

11. HAS RELOCATION COMPENSATION BEEN PROVIDED TO THEM? IF SO, HOW MUCH?

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12. I (WE), \_\_\_\_\_,  
(list any and all applicants)

THE UNDERSIGNED, DO HEREBY STATE, THAT I HAVE READ THIS APPLICATION PACKET IN ITS ENTIRETY; THAT I UNDERSTAND THE DUTIES AND OBLIGATIONS OF PROVIDING RELOCATION COMPENSATION, AS SPELLED OUT HEREIN, TO ANY TENANTS DISPLACED BY THIS ACTION; THAT, TO THE BEST OF MY KNOWLEDGE, THE PROPOSED REAL ESTATE DOES MEET THE ELIGIBILITY REQUIREMENTS AS SPELLED OUT HEREIN; AND THAT ALL OF THE ABOVE-LISTED INFORMATION THAT I HAVE PROVIDED IS TRUE AND CORRECT.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Signature of Applicant)

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**(CITY AND COUNTY USE ONLY)**

Preliminary Application Approval Date and Resolution #: \_\_\_\_\_  
(if applicable)

Date Application Reviewed by City Council: \_\_\_\_\_

Formal Application Approval Date and Resolution #: \_\_\_\_\_

Exemption Option Chosen: \_\_\_\_\_

Transmitted to County Assessor: \_\_\_\_\_

County Assessor Approval: \_\_\_\_\_

Rejection: \_\_\_\_\_

(Reasons for Rejection): \_\_\_\_\_

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