

CITY OF PULLMAN, 325 SE PARADISE ST., PULLMAN, WA 99163

INFORMATION REQUIRED WHEN APPLYING FOR SPECIAL PROPERTY TAX VALUATION

APPLICATION

A complete application must be filed with the Planning Department in sufficient time to allow for staff to review the application and give public notification of the hearing before the Historic Preservation Commission. An application will not be accepted until complete, as determined by the Planning Department. A complete application must include:

1. Application Form.
2. Legal Description. The applicant shall provide a complete legal description that adequately describes the property for which the Special Property Tax Valuation is requested. This legal description will be checked and verified by the Engineering Division. Inadequate legal descriptions will be returned for correction.
3. Proof of Ownership/Permission from Owner. The applicant must submit proof of ownership of the property for which the Special Property Tax Valuation is requested. All owners must join in or be represented in the application. If the applicant is not the owner of the property, written consent must be submitted by the owner granting the applicant permission to act as his or her agent.
4. Comprehensive Photographs. Exterior and interior photographs of the property before and after rehabilitation.
5. Architectural Plans or other legible drawings, drawn to scale, depicting the completed rehabilitation work, including a description of applicable building materials and colors.
6. Rehabilitation Cost Documentation. Documentation as to the actual cost of the rehabilitation project and the prior of time during which the rehabilitation took place, and a notarized affidavit attesting to the accuracy of this information.

All plans and maps required as part of this application shall be prepared in a reproducible format on a sheet with minimum dimensions of 8½ inches by 11 inches and maximum dimensions of 24 inches by 36 inches.

ASSISTANCE

The Planning Department is available to answer any questions about an application by phoning (509)338-3213.

DATE APPLICATION RECEIVED: _____

DATE APPLICATION ACCEPTED AS COMPLETE: _____

CITY OF PULLMAN
SPECIAL PROPERTY TAX VALUATION APPLICATION
Pullman City Code 16.60.070(2)

APPLICANT:

NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

STATUS (property owner, lessee, agent, purchaser, etc.): _____

PROPERTY OWNER (if different than applicant):

NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

PROPERTY LOCATION (general or common address):

REQUEST:

All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.

Applicant's Signature

Date

CHECKLIST
SPECIAL PROPERTY TAX VALUATION

- _____ 1. Application filed with Planning Department.
- _____ 2. Application reviewed for completeness by Planning Department.
- _____ 3. Legal description checked by Engineering Division.
- _____ 4. Application accepted as complete by Planning Department.
- _____ 5. Staff report prepared by Planning Department and mailed to applicant and Historic Preservation Commission, and made available for public review prior to the public hearing.
- _____ 6. Public meeting conducted by Historic Preservation Commission.
- _____ 7. Applicant notified in writing of Historic Preservation Commission's decision.