

# FAIRMOUNT-CARLISLE REDEVELOPMENT CORPORATION

## Application for Parcel-Specific Tax Abatement

*(\$ 100.00 Administrative Processing Fee)*

### Project Scope of Work and Application for Commercial & Multi-Family Tax Abatement

---

Please complete all information below. Applications should be mailed or delivered to:

Patricia Robinson, Tax Abatement Administrator (816-325-7426)

Fairmount-Carlisle 353, Community Development Dept., 111 E Maple, Independence, MO 64050

Rehabilitation Project Address: \_\_\_\_\_ Application Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_ Zip \_\_\_\_\_

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

The improvements must comply with all local codes and ordinances. The property owner may decide to employ an architect or a consultant to prepare the necessary exhibits. The property owner must provide architectural exhibits that clearly show the scope of work to be accomplished. The following list of exhibits are recommended, but may be modified by the Redevelopment Corporation staff as required to suit the specific project.

- A Site Plan is required showing:
  - Location of the structure(s), Sidewalks, Driveways, Parking, Signage, Streets, and other relevant detail. Include finished grade elevations at the property corners and building corners. Show the required flood elevation, if applicable. Plans and drawings must be of sufficient detail to ascertain adherence to standards and guidelines listed or referred to in the Guidelines, Landscaping. Where parking improvements are included, a plot plan is required. Where landscape improvements are included, any format may be used to demonstrate compliance with minimum requirements.
  
- A Floor Plan is required showing:
  1. Layout of the existing conditions of the building, including walls, doors, structural elements, etc.
  2. Identify the scope of the proposed work including the following:
    - Changes to the existing walls and rooms
    - Additions to the existing structure
    - Correction of deferred maintenance for ceilings, floors and walls
    - Finishes on walls – must be clean or new
    - Flooring finishes – must be clean or new
    - Ceiling finishes – must be clean or new
    - Restrooms – must be clean or new and in good working order.
  3. Building Site elevations of each side of the structure showing building materials, colors and signage.
  4. Work Write-Up and Cost Estimate. Any format may be used for these documents; however, quantity and cost of each item must be shown. Include a complete description of the work for each item (where necessary). Cost estimates must include labor and materials sufficient to complete the work by a contractor. Property owners doing their own work may include the

cost estimate for the labor in determining whether the minimum requirements for the Base Project are being met. The work write-up does not need to reflect the color or specific model numbers of appliances, bathroom fixtures, carpeting, etc.

The consultant who prepares the work write-up and cost estimate must be qualified for the specific scope proposed. (registered architect, professional engineer, qualified agent) The consultant or other qualified agent must inspect property to certify:

- No rodent problems, dry rot, termites and other infestation exist.
- No defects that will affect the health and safety of the occupants exist.
- Adequacy of the existing structural, heating, plumbing, electrical and roofing systems.
- Upgrading of thermal protection has been completed or will be completed.
- Fees for preparing the work write-up can count toward the base project amount.

5. All inspection reports need to accompany the application.

The Architectural Review Committee will review the application to determine that the requirements for the Base Project with other minimum property standards, with driveways and off-street parking, landscape, etc., will be met. All work items that require a building permit must be noted on work write-up.