



Application for Commercial Chapter 353 Tax Abatement

Fee: \$200

Finance code: 35

This application walks you through every step of applying for a Chapter 353 property tax abatement in Excelsior Springs' downtown commercial district. Work through the checklist below in order, then complete the sections that follow.

STEP-BY-STEP PROCESS CHECKLIST

✓	Step	Task
☐	1	Schedule a preliminary/orientation meeting with the City's Economic Development Office to receive the tax abatement policies and guidelines. Call Keith Winge at 816-630-9594 or email kwinge@excelsiorsprings.gov to get started. Bring current pictures of the site (interior and exterior) and your most current real estate tax statement.
☐	2	Complete the Property Owner / Applicant Information section of this application.
☐	3	Take dated “before” photos of all exterior conditions, including any existing blight.
☐	4	You must remediate all exterior blight by the end of the project. This is required before any tax abatement can be granted, even blighted items that are not part of the tax abatement application.
☐	5	Obtain itemized, written bids from contractors for every improvement. Clearly label each bid item as exterior or interior. If your property is in a local historic district, get your exterior work approved by the Historic Preservation Commission (HPC).
☐	6	Complete the Project Budget Worksheet using your itemized bids to see which abatement level (A-1, A-2, B, or C) your project qualifies for.
☐	7	Prepare a copy of your project design or plans for the improvements, if applicable.
☐	8	If you are a tenant applicant (not the property owner), obtain a signed letter from the property owner approving the project.
☐	9	Assemble all required attachments (checklist below) and pay the \$200 application fee. Pay at the cashier window on the 1 st floor of the Hall of Waters, 201 E. Broadway, Excelsior Springs, MO.
☐	10	Submit the completed application packet to the Economic Development Office (drop off at Community Development) on behalf of Excelsior Springs Redevelopment Corporation (ESRC).
☐	11	Redevelopment Corporation representative will notify applicant of the important dates going forward: ESRC Board review/approval, City Council approval date, and other pertinent dates.
☐	12	Attend ESRC Board review of your application (and Historic Preservation Commission review, if applicable).
☐	13	A redevelopment agreement will be approved by the ESRC and City Council and you must sign this document to proceed. Apply for any building permits.
☐	14	Complete construction. When finished, submit “after” photos proving all exterior blight has been remediated — City staff will conduct an onsite visit. Submit paid invoices organized by the categories from your submitted budget.
☐	15	Sign the Missouri Deed transferring the property to the Authority and back to you — a same-day “flow-through” transfer that lets the tax abatement be recorded.
☐	16	Maintain a blight-free property going forward. ESRC conducts periodic reviews (at least every 3 years), and non-compliance can result in loss of the abatement.

PROPERTY OWNER / APPLICANT INFORMATION

Owner Name: _____	Applicant Name (if different): _____
Owner Street Address: _____	City / State / Zip: _____
Owner Phone No.: _____	Owner Email: _____

Applicant Relationship to Property: ☐ Owner ☐ Tenant (if tenant, attach signed owner-approval letter)

Is this property in a Local Historic District? ☐ Yes ☐ No (if yes, exterior work requires Historic Preservation Commission approval)

Address of Property Requesting Abatement: _____

Date of Application: _____

Owner Signature: _____	Date: _____
Applicant Signature (if different): _____	Date: _____

PROJECT BUDGET WORKSHEET

Exterior Improvements

Category	Bid Attached?	Amount
Masonry work	☐ Yes ☐ No	\$
Paint	☐ Yes ☐ No	\$
Signs	☐ Yes ☐ No	\$
Architectural/engineering services (Not included for evaluating % exterior but eligible for abatement)	☐ Yes ☐ No	\$
Awnings	☐ Yes ☐ No	\$
Window & door replacement/repair	☐ Yes ☐ No	\$
ADA accessible improvements	☐ Yes ☐ No	\$
Energy conservation	☐ Yes ☐ No	\$
Roof, gutters & downspouts	☐ Yes ☐ No	\$
Demolition	☐ Yes ☐ No	\$
Pavement improvements (parking, sidewalks)	☐ Yes ☐ No	\$
Landscaping / fencing / drainage	☐ Yes ☐ No	\$
Lighting	☐ Yes ☐ No	\$
Other exterior (specify)	☐ Yes ☐ No	\$
EXTERIOR SUBTOTAL		\$

Interior Improvements

Category	Bid Attached?	Amount
Painting	☐ Yes ☐ No	\$
Plumbing	☐ Yes ☐ No	\$
Electrical work / lighting	☐ Yes ☐ No	\$
Structural alterations & reconstruction	☐ Yes ☐ No	\$
Energy conservation (insulation, weather stripping, sealing)	☐ Yes ☐ No	\$
Flooring	☐ Yes ☐ No	\$
Stationary attached fixtures	☐ Yes ☐ No	\$
Design assistance (except decorating)	☐ Yes ☐ No	\$
Heating / HVAC improvements	☐ Yes ☐ No	\$
ADA accessible improvements	☐ Yes ☐ No	\$
Demolition	☐ Yes ☐ No	\$
Other interior (specify)	☐ Yes ☐ No	\$
INTERIOR SUBTOTAL		\$

TOTAL PROJECT INVESTMENT (Exterior + Interior)	\$
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% Exterior of Total Investment: _____ %

% Interior of Total Investment: _____ %

Check One:

- ☐ Yes ☐ No *If only Exterior (Level A-1) Eligible for 10 years of abatement if a minimum of \$15,000 investment threshold.
- ☐ Yes ☐ No *If both Interior and Exterior and 50% is Exterior (Level A-2). Eligible for 10 years of abatement if a minimum of \$25,000 investment threshold.
- ☐ Yes ☐ No *If over \$150,000 (Level B). Eligible for 10 years of abatement at 100% and 3 years at 50%.
- ☐ Yes ☐ No *If over \$300,000 (Level C). Eligible for 10 years of abatement at 100% and 5 years at 50%.

**Percentage is based on actual construction cost; excludes architectural & engineering costs, fees, permits, and financing costs.*

PROJECT TIMELINE

Description of Project Timeline:

Start of Construction: _____

Estimated Date of
Completion: _____

REQUIRED ATTACHMENTS CHECKLIST

- ☐ Itemized contractor bids (exterior and interior identified separately)
- ☐ Current, dated photos of the site and existing structures
- ☐ Most current real estate tax statement
- ☐ Copy of project design / plans, if applicable
- ☐ Owner approval letter (tenant applicants only)
- ☐ Completed Project Budget Worksheet
- ☐ \$200 application fee (Covers staff time, mailings, public notices, and deed transfer.)

APPLICATION FEE PAYMENT — \$200

Affix original application receipt here

Receipt #:

Amount Paid: \$200

Date Paid:

Received By (Staff): _____

FOR OFFICE USE

Received By: _____

Date Received: _____

**Pre-Qualification Meeting
Date:** _____

ESRC Review Date: _____