



Application for Residential Chapter 353 Tax Abatement

Finance Code: 35 Fee: \$200

This application walks you through every step of applying for a Chapter 353 property tax abatement on your home in Excelsior Springs' Downtown 353 Residential 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, lead-based paint booklet, and property evaluation form. 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	Identify all proposed improvements, complete the Property Evaluation Form, and obtain drawings if necessary.
☐	3	Meet the ESRC-utilized inspector on site. The inspector will identify needed improvements and give you a copy of the required improvement list. Get contractor cost estimates and identify any required permits.
☐	4	Take dated “before” photos of all exterior conditions, including any existing blight. All exterior blight must be remediated by the end of the project before abatement can be granted even if these items are not part of the tax abatement application.
☐	5	Complete the Project Budget Worksheet using your contractor estimates to confirm your project meets the Base Improvement Value (minimum \$3,500, or the calculated Net Present Value of abated taxes, whichever is greater) and that at least 50% of construction cost is exterior. Staff can help you figure this out at the preliminary meeting.
☐	6	If your property is in a local historic district, get your exterior work approved by the Historic Preservation Commission (HPC).
☐	7	Assemble all required attachments (see checklist below) and pay the \$200 application fee. Pay at the cashier window on the 1st floor of the Hall of Waters, 201 E. Broadway, Excelsior Springs, MO.
☐	8	Submit your completed application packet to the Community Development Office on behalf of Excelsior Springs Redevelopment Corporation (ESRC).
☐	9	Redevelopment Corporation representative will notify applicant of the important dates going forward: ESRC Board review/approval, City Council approval date, and other pertinent dates.
☐	10	Attend ESRC Board review of your application (and Historic Preservation Commission review, if applicable).
☐	11	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.
☐	12	Complete construction within one year. When finished, submit “after” photos proving all exterior blight has been remediated — City staff may also conduct an onsite visit.
☐	13	If you can't finish within one year, submit a written extension request to ESRC before the deadline, stating the reason, remaining work, and a proposed completion date (not to exceed one additional year).
☐	14	When work is complete, submit paid invoices (organized by the categories from your submitted budget) and approved permits, and request your final inspection.
☐	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, code-compliant property going forward. ESRC conducts periodic reviews at least every three years, and non-compliance can result in loss of the abatement.

PROPERTY OWNER INFORMATION

Owner Name: _____ **Co-Owner Name (if applicable):** _____

Owner Street Address: _____ **City / State / Zip:** _____

Owner Phone No.: _____ **Owner Email:** _____

Is this property owner-occupied? ☐ Yes ☐ No (if no, see Guidelines Section D — Conversion to Home Ownership, on investor unit limits)

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:** _____

Co-Owner Signature (if applicable): _____ **Date:** _____

PROJECT BUDGET WORKSHEET

Exterior Improvements

Category	Bid Attached?	Investment Amount
Masonry work	☐ Yes ☐ No	\$
Roof replacement/repair, gutters & downspouts	☐ Yes ☐ No	\$
Window & door replacement/repair	☐ Yes ☐ No	\$
Structural alterations (additions, chimney repair)	☐ Yes ☐ No	\$
Exterior aesthetic changes (finishes, porch, decks)	☐ Yes ☐ No	\$
Sidewalk replacement/repair (may qualify for +3 abatement years)	☐ Yes ☐ No	\$
Retaining wall restoration	☐ Yes ☐ No	\$
Drainage improvements & qualified landscaping	☐ Yes ☐ No	\$
ADA accessible improvements	☐ Yes ☐ No	\$
Energy conservation (exterior)	☐ Yes ☐ No	\$
Demolition	☐ Yes ☐ No	\$
Lead-based paint / asbestos removal (exterior, pre-1978)	☐ Yes ☐ No	\$
Other exterior (specify)	☐ Yes ☐ No	\$
EXTERIOR SUBTOTAL		\$

Interior Improvements

Category	Bid Attached?	Investment Amount
Plumbing replacement / new fixtures	☐ Yes ☐ No	\$
Furnace replacement / central air conditioning	☐ Yes ☐ No	\$
Interior finishing (countertops, cabinetry, flooring, tile)	☐ Yes ☐ No	\$
Basement finishing	☐ Yes ☐ No	\$
Smoke & carbon monoxide detector installation	☐ Yes ☐ No	\$
Electrical system repair	☐ Yes ☐ No	\$
ADA accessible improvements	☐ Yes ☐ No	\$
Insulation	☐ Yes ☐ No	\$
Lead-based paint / asbestos removal (interior, pre-1978)	☐ Yes ☐ No	\$
Demolition	☐ Yes ☐ No	\$
Labor & materials	☐ Yes ☐ No	\$
Other interior (specify)	☐ Yes ☐ No	\$
INTERIOR SUBTOTAL		\$

TOTAL PROJECT INVESTMENT (Exterior + Interior)	\$
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% Exterior of Total Investment: _____% Meets 50% Exterior threshold? ☐ Yes ☐ No

Meets Base Improvement Value (min. \$3,500, or calculated NPV of abated taxes — whichever is greater)? ☐ Yes ☐ No

**Percentages and thresholds are 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 cost of improvements (exterior and interior listed separately)
- ☐ Current photos of the site and existing structures (interior and exterior)
- ☐ Most current real estate tax statement
- ☐ Completed Property Evaluation Form (completed by owner and then completed by Inspector.)
- ☐ Copy of project design / drawings (if applicable)
- ☐ Historic Preservation Commission approval (properties in a local historic district only)
- ☐ Completed Project Budget Worksheet (previous page)
- ☐ \$200 application fee

APPLICATION FEE PAYMENT — \$200

Affix original cash register receipt here

Receipt #:

Amount Paid: \$200

Date Paid:

Received By (Staff): _____

FOR OFFICE USE

Received By: _____

Date Received: _____

**Orientation Meeting
Date:** _____

ESRC Review Date: _____