

Property Location: _____

I/We understand or certify that all of the following are true:

- (1) I/We are the legal owners of the property as stated on the most current deed registered in York County.
- (2) All taxes and City, County, School and Improvement District charges against the property are current.
- (3) Any abatement will be valid only after completion of all listed construction and improvements and compliance with all program requirements and approvals.
- (4) Once set, no changes in the Assessed Value will be made during the program period.
- (5) Applicants are accepted into the program effective January 1 for City and County and July 1 for School District. Applicants must complete all program requirements no less than 30 days prior to the start dates.
- (6) Abatement schedules for each of the taxing entities may differ. Acceptance into the program by one taxing entity does not assure acceptance by other entities.
- (7) **Copies of this application must also be filed with the County Assessment Office (28 E Market Street) and the York City Treasurer's Office (101 S George Street) as designated representative of the York City School District.**

Signature of Owner and Contact

Signature of Joint Owner

PRINT Name of Owner and Contact

PRINT Name of Joint Owner

Date Application Submitted

Signature of Joint Owner

PRINT Name of Joint Owner

ATTACH ASSESSMENT NOTICE and RETURN TO:

Bureau of Permits, Planning & Zoning, 101 S George St, York, PA 17401 PH: (717) 849-2256

LERTA / ReTAP Applicant Check List

Before your property is placed on either the ReTAP or LERTA program, you are responsible for confirming that copies of all documents noted below are submitted to the York City Department of Community & Economic Development (DCED), the York City Treasurer's Office and the York County Assessment Office. Permits, Planning & Zoning will automatically forward your application, supporting documents and building permits to DCED for Initial Review.

**DO NOT RETURN THIS CHECK LIST WITH YOUR APPLICATION.
Use it to keep track of the dates when required documents were submitted.
Keep a copy for your records!**

Property Address: _____ **Program:** _____

1. Copy of Application and supporting documents submitted to Permits, Planning & Zoning.
Documents should include record of current assessed value that meets your approval

City Treasurer – Date _____ County Assessment – Date _____

2. Copy of Building Permit/s received from Permits, Planning & Zoning

City Treasurer – Date _____ County Assessment – Date _____

3. Copy of Preliminary Review received from Community & Economic Development

City Treasurer – Date _____ County Assessment – Date _____

4. Copy of Certificate of Occupancy received from Permits, Planning & Zoning

DCED – Date _____ Treasurer – Date _____ County – Date _____

5. Approval Letter received from Community & Economic Development

City Treasurer – Date _____ County Assessment – Date _____

6. Copy of Notice of Change in Assessment received from York County Assessment Office

City Treasurer – Date _____ County Assessment – Date _____

Additional materials in support of the application may include, for example, a Notice of Change in Initial Assessment if changed by appeal to the Assessment Appeals Board or Court of Common Pleas, a Planning Review Summary, Zoning Exception, etc.