



CITY OF FRANKFORT

Planning & Community Development

AND The Finance Department

P.O. Box 697

Frankfort, Kentucky 40602

Phone: (502) 352-2094 Fax: (502) 875-8502

**PROPERTY ASSESSMENT / REASSESSMENT
MORATORIUM CERTIFICATE APPLICATION FOR
EXISTING BUILDINGS THAT ARE 25YRS OR OLDER**

Date: _____

1. Applicant Information:

- Applicant/Agent name: _____
- Mailing address: _____
- Phone #: _____ Email: _____
- Owner of Property: _____ Address _____
- Architect _____ Phone # _____

2. Property Information:

- Property Address: _____
- Zoning District: _____
- Type of Existing Use of the Property: _____
- Type of Proposed Use of the Property: _____
- Gross Floor Area of the Structure(s): _____
- Is the Structure more than 25 years old? yes no (attach documentation)
- Previous two (2) years assessed value: _____ & _____
- Describe the proposed time schedule of the project (beginning to completion): _____

- Detailed description of the nature and extent of the restoration, repair, rehabilitation, or stabilization to be undertaken: _____

- Is the property in a National Historic District- yes no
- Has the above description been approved by the Architectural Review Board? yes no

3. THE FOLLOWING ITEMS ARE REQUIRED AS PART OF THIS APPLICATION:

- Completed Application - The applicant must fill out all applicable areas of this application. The application must be submitted to the Planning and Building Codes Department.
- Proof of Ownership - A copy of the last recorded deed of the property. An agent affidavit is required if the applicant is other than the owner.

- Agent Affidavit (if applicable) - If the applicant is other than the owner of the property.
- Architectural/building Plans detailing the planned work to be done, with an estimate of the total project expenditure. NOTE: Documentation of all expenses incurred must be provided to the City of Frankfort Finance Department upon project completion.
- Non-residential Uses: A detailed list of all fixed building equipment which will be a part of the facility and a statement of the economic advantages expected from the moratorium, including expected construction employment.
- Architectural Review Board Application: This application is required to be submitted and approved for any property within the City’s historic districts, prior to approval of this assessment/reassessment moratorium application. If this has been already done, please provide a copy of the “certificate of appropriateness”.

NOTES:

Before the moratorium certificate can be issued, all submitted improvements shall be inspected (following the submittal and approval of a building permit) upon completion to certify that it has met all applicable design requirements and ensuring the integrity of the historic character of the area is maintained. **It is the applicant’s responsibility to call for a final inspection. The Building Inspector may be reached at (502) 352-2102.**

I HAVE READ THE INFORMATION IN THIS APPLICATION AND HAVE FILLED IN ALL ANSWERS CORRECTLY TO THE BEST OF MY ABILITY.

APPLICANT’S PRINTED NAME: _____ DATE: _____

AFFIDAVIT OF OWNERSHIP AND ACCURACY

I/we, _____ do hereby swear or affirm under penalty of perjury, that I/we am/are the owner(s) of the property for which this assessment moratorium is sought and that all information contained in this application is true and correct. I further understand that it is my responsibility to submit all of the above information in order for my application to be processed.

owner signature	date
owner signature	date

FOR OFFICIAL USE ONLY

Application # _____

Comments: _____

Application received by _____ date and time: _____

Application sufficient for review: yes no

Date application sent to Finance : _____

Date application sent to PVA: _____

ARB review require?: yes no tentative date: _____