

RTA APPLICATION DOCUMENT CHECKLIST

Application fee \$ _____

Application No. _____

- Completed **Application** form
The application should include a **complete description of the work to be done in Section 4 of the Application form**; At least a one-paragraph detailed description of this project with some historical overview (if applicable) should be included in this section; if blank, the application will be returned. Attach additional pages if necessary.
- One (1) original and three (3) copies of **Resolution Of The Property Owners or Resolution Of Board Of Directors** with original signatures stating that whomever files this RTA documentation has the authority to do so for the company.

Submit 1 original and 3 copies of the Application; with each of the four, submit one set of the documentation below. Please denote each document with its respective letter below.

- A. **Proof of Ownership**: Act of sale or option to acquire the property.
- B. 3 items: A **legal property description** (suitable for insertion into the abatement contract); a **plot map**; and, a copy of the **building permit** issued for the project.
- C. 2 items: **Photograph** of the structure **before** beginning the project and a **rendering** of the structure as it will appear **after** completion of the project.
- D. Names and addresses of **all owners** (if a corporation, list the principal stockholders of the corporation).
- E. The **assessed value** of the structure only and, the **taxes paid** on the structure only.
- F. A copy of the **tax invoice** from the Parish Assessor for the year prior to the project's commencement.
- G. **Certification** from the local governing authority **that the structure is located in a** Downtown Development District, Economic Development District, or Historic District.
- H. If the project is a 'certified historic structure' as defined in Section 1305 (D), **Certification from the Louisiana Department of Culture, Recreation, and Tourism**, Division of Historic Preservation that the project meets the National Park Service requirements for restoration projects known as The Secretary of the Interior's "Standards for Rehabilitating Historic Structures."

For "owner-occupied residences" only:

- I. A statement **certifying** that the **minimum rehabilitation cost** incurred to the owner-occupied residence project will be equal to or greater than twenty-five percent (25%) of the assessed valuation of the improvements located on the property prior to the commencement of the expansion, restoration, improvement, or development; and
- J. A statement **certifying** that the owner-occupied residence project will be completed within a **24-month period**.

* **NOTE-** Pursuant to Rule §1305(F): **For RTA Applications where construction has been completed prior to filing the Application, and for all renewal Applications, applicant must** submit a written, notarized certification, and three copies, on the applicant's company's or personal letterhead (or use the CERTIFICATION form provided in the Rules brochure), referencing the RTA application number and stating that:

"...taxes have not been paid on improvements for which an exemption is being applied for under the Restoration Tax Abatement Program pursuant to R.S. 47:4315, paragraph (A)(4)."

R.S. 47:4315, paragraph (A) (4) of the program's enabling statutes states in part: "... The Board **shall not consider an application** for exemption on any project **if ad Valorem taxes have been paid on** the basis of an assessed valuation which reflects the **improvements made** by the project."

With your application, return one copy of the Application fee worksheet form and a check made payable to: "Louisiana Economic Development."