

**CITY OF NEW HAVEN**  
**PROPERTY TAX ASSESSMENT DEFERRAL PROGRAMS**



As a matter of public policy the City of New Haven seeks to encourage the fullest use of real property located in the City. To encourage the rehabilitation of existing residential and commercial building stocks and to encourage the construction of new structures the City of New Haven has established two assessment deferral programs which defer a portion of the property taxes on improvements for property owners engaging in the rehabilitation or construction of certain eligible properties.

**Please review the following program descriptions for an overview of these programs. If you believe your rehabilitation or construction project meets the eligibility requirements, please contact the appropriate department to begin the application process.**

If you are planning to construct or rehabilitate a residential structure please contact:

The Livable City Initiative  
 (203) 946-7090  
 City Hall 165 Church Street 3<sup>rd</sup> Floor

If you are planning to construct or to rehabilitate a commercial or mixed-use structure please contact:

The Economic Development Office  
 (203) 946-2366  
 City Hall 165 Church Street, 6<sup>th</sup> Floor

**This packet contains Four sections:**

- I. A description and eligibility requirements for the City Wide Assessment Deferral program;
- II. A description and eligibility requirements for the Enterprise Zone Assessment Deferral Program;
- III. An application submission checklist;
- IV. An application form, which can be used for either program;

**Please be sure you also have the required Disclosure Forms. Completed and notarized disclosure forms are required for all submissions.**

(FOR CITY OF NEW HAVEN USE ONLY)

Application Initiated <i>(Department official: check box, initial and date stamp)</i>	Date
<b>Economic Development</b> <input type="checkbox"/> _____ <b>LCI</b> <input type="checkbox"/> _____ <b>Building Department</b> <input type="checkbox"/> _____	



## I. CITY WIDE ASSESSMENT DEFERRAL PROGRAM

### What Is The “City Wide Assessment Deferral Program”?

#### Purpose and Summary.

When a property is rehabilitated or improved by new construction, the assessed value may increase because of the investments made in the property. In some cases this may deter investment. In order to encourage the fullest development of property and to encourage investment in New Haven’s existing commercial and residential building stock, the City Wide Assessment Deferral Program freezes the property tax assessments on certain eligible properties at pre-construction or pre-rehabilitation values and then phases in the taxes assessed on the improvements over a period of five years.

#### How it works.

- Prior to the start of construction or rehabilitation, the owner of the property files an application for a determination of eligibility.
- During construction, the assessment of the property is frozen at the pre-rehabilitation assessed value. Upon completion of rehabilitation or construction, but not more than two years from the effective date of the agreement, a five-year phase-in period begins.
- In the first year, the taxable assessment of the property remains at the pre-rehabilitation level. On the third anniversary of the effective date of the agreement, twenty percent (20%) of the assessed value of the improvements to the property is assessed against the property and an additional twenty percent (20%) of the increased value is assessed against the property for each of the next four years, until one hundred percent (100%) of the increase is assessed.

### How Do I Know If I Am Eligible?

#### Summary of Eligibility Requirements.

This program is intended to encourage development of unused or underused property and to encourage rehabilitation of existing commercial and residential buildings throughout the City. Therefore, not all properties are eligible for this program.

To be eligible for the assessment deferral program the property must be of a certain condition prior to construction or rehabilitation and the property owner must agree to certain standards for improving the property.

#### **Prior to the start of construction or of rehabilitation the property MUST:**

- Be undeveloped or have building(s) which do(es) not comply with at least one of the following –
  - the State Building Code; or
  - the City of New Haven Housing Code; and

#### **The Completed Rehabilitation or Construction Project MUST :**

- Conform to Zoning Ordinance requirements
- Increase the Value of the Property by 35% or more;
- Correct All Code violations; and
- Meet the Secretary of the Interior’s “Standards of Rehabilitation for Historic Structures,” if the building is a “Certified Historic Structure” within the meaning of 36 CFR 67 or if it is designated historically significant by the Historic District Commission.

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**A Property Is NOT ELIGIBLE If:**

- The subject property is receiving any other property tax abatement or assessment deferral related to the improvement;
- The Property is receiving tax relief through state subsidies which include payment of local taxes for more than 25% of the dwelling units or payment in lieu of taxes
- A rehabilitated residential structure is converted to residential condominiums within 5 years of the issuance of the initial Certificate of Occupancy, unless
  - The structure being converted has been declared abandoned by the Building Department; or
  - The structure is being converted to a residential condominium by a majority of the tenants of the structure;
- The property owner is delinquent on any property taxes related to the subject property, unless the delinquency is cleared prior to construction, or a schedule of payment of delinquent taxes has been arranged with the City;
- The property owner has a legal or equitable interest in any other property for which property taxes are delinquent, unless the delinquency is cleared prior to construction, or a schedule of payment of delinquent taxes has been arranged with the City; or
- **Rehabilitation or Construction has ALREADY COMMENCED PRIOR TO FILING AN APPLICATION FOR ASSESSMENT DEFERRAL.** (Note: an application packet initialed and dated prior the start of construction will be deemed timely, if such application is promptly completed and submitted.)

**How Can I get More Information?**

If you are planning to construct or rehabilitate a residential structure contact:

The Livable City Initiative  
(203) 946-7090  
City Hall 165 Church Street 3<sup>rd</sup> Floor

If you are planning to construct or to rehabilitate a commercial or mixed-use structure contact:

The Economic Development Office  
(203) 946-2366  
City Hall 165 Church Street, Floor 4R

If you are preparing to pull a Building Permit in order to begin construction or rehabilitation:

**Obtain a dated application form directly from the Building Department. Then immediately contact the appropriate department above and promptly complete and return the application.**



## II. ENTERPRISE ZONE ASSESSMENT DEFERRAL PROGRAM

### What Is The “Enterprise Zone Assessment Deferral Program”?

#### Purpose and Summary.

When a property is rehabilitated or improved by new construction, the assessed value may increase because of the investments made in the property. In some cases this may deter investment. In order to encourage the fullest development of property and to encourage investment in New Haven’s existing commercial and residential building stock in the City’s designated “Enterprise Zone”, the Enterprise Zone Assessment Deferral Program freezes the property tax assessments on certain eligible properties at pre-construction or pre-rehabilitation values and then phases in the taxes assessed on the improvements over a period of seven years.

#### How it works.

- First, the owner of the property completes an application for a determination of eligibility.
- During construction, the assessment of the property is frozen at the pre-rehabilitation assessed value. Upon completion of rehabilitation or construction, but not more than two years from the effective date of the agreement, a seven-year phase-in period begins.
- For the first two years following completion of the project, the taxable assessment of the property remains at the pre-rehabilitation level. On the fourth anniversary of the effective date of the agreement, fifty percent (50%) of the assessed value of the improvements to the property is assessed against the property. Thereafter an additional ten percent (10%) of the increased value is assessed against the property for each of the next four years, until one hundred percent (100%) of the increase is assessed.

### How Do I Know If I Am Eligible?

#### Summary of Eligibility Requirements.

This program is intended to encourage development of unused or underused property and to encourage rehabilitation of existing commercial and residential buildings within the City’s designated Enterprise Zone. Therefore, not all properties are eligible for this program.

To be eligible for the assessment deferral program the property must be located within the designated Enterprise Zone; and be of a certain condition prior to construction or rehabilitation; and the property owner must agree to certain standards for improving the property.

#### **Prior To The Start Of Construction Or Of Rehabilitation The Property MUST:**

- Be undeveloped or have building(s) which do(es) not comply with at least one of the following –
  - the State Building Code; or
  - the City of New Haven Housing Code; and

#### **The Completed Rehabilitation Or Construction Project MUST :**

- Conform to all Zoning Ordinance requirements
- Correct All Code violations; and
- Meet the Secretary of the Interior’s “Standards of Rehabilitation for Historic Structures,” if the building is a “Certified Historic Structure” within the meaning of 36 CFR 67 or if it is designated historically significant by the Historic District Commission.

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**A Property Is NOT ELIGIBLE If:**

- The property is a Manufacturing Facility within the meaning of § 32-9(b) of the Connecticut General Statutes;
- Any dwelling unit is rented to any person whose income exceeds 200% of the median family income of the City of New Haven;
- Any condominium unit is sold to any person whose income exceeds 200% of the median family income of the City of New Haven;
- The subject property is receiving any other property tax abatement or assessment deferral;
- The property owner is delinquent on any property taxes related to the subject property, unless the delinquency is cleared prior to construction, or a schedule of payment of delinquent taxes has been arranged with the City;
- The property owner has a legal or equitable interest in any other property for which property taxes are delinquent, unless the delinquency is cleared prior to construction, or a schedule of payment of delinquent taxes has been arranged with the City;

**How Can I Obtain More Information?**

If you are planning to construct or rehabilitate a residential structure contact:

The Livable City Initiative  
(203) 946-7090  
City Hall 165 Church Street 3<sup>rd</sup> Floor

If you are planning to construct or to rehabilitate a commercial or mixed-use structure contact:

The Economic Development Office  
(203) 946-2366  
City Hall 165 Church Street, 4R

If you are preparing to pull a Building Permit in order to begin construction or rehabilitation:

**Obtain a dated application form directly from the Building Department. Then immediately contact the appropriate department above and promptly complete and return the application.**

**THIS INFORMATIONAL SHEET DOES NOT CONSTITUTE AN EXHAUSTIVE DESCRIPTION OF THE CITY WIDE ASSESSMENT DEFERRAL PROGRAM OR THE ENTERPRISE ZONE ASSESSMENT DEFERRAL PROGRAM. IT IS MERELY DESIGNED TO ALERT PROSPECTIVE APPLICANTS THAT THE PROJECT MAY BE ELIGIBLE AND TO DIRECT SUCH APPLICANTS TO THE APPROPRIATE DEPARTMENTS. IF YOU THINK YOU ARE ELIGIBLE, PLEASE CONTACT THE APPROPRIATE DEPARTMENT AND MAKE ARRANGEMENTS TO MEET WITH A PROJECT MANAGER TO DISCUSS YOUR APPLICATION.**

**APPROVAL OF ELIGIBILITY DOES NOT EXCUSE AND SHALL NOT BE CONSIDERED A SUBSTITUTE FOR ANY APPLICABLE REGULATORY APPROVALS. ALL AGREEMENTS MADE UNDER THIS PROGRAM ARE MADE SUBJECT TO THE EXPRESS CONDITION SUBSEQUENT THAT THE ACTUAL CONSTRUCTION OR REHABILITATION PROJECT MEETS ALL APPLICABLE INSPECTION AND REGULATORY STANDARDS. ANY FAILURE TO MEET REGULATORY STANDARDS REQUIRED BY APPLICABLE LAW SHALL RENDER AN AGREEMENT MADE UNDER THIS PROGRAM VOID.**



### III. APPLICATION SUBMISSIONS CHECKLIST

#### Required Documents

Please Be Sure Your Submission Includes All of the Following:

- Application form completed, signed and dated.
- Statement of tax obligations. This form must be signed by the property owner; the Tax Collector; and the City Assessor. The form must be notarized.
- One set of outline specifications, indicating with as much specificity as practicable the materials to be used for exterior and interior finishes.
- One copy of an itemized cost estimate for the rehabilitation or new construction. The Itemized list must be on contractor letterhead, indicate the property address of the project, and be signed by the contractor.
- One set of preliminary architectural drawings or blueprints for the rehabilitation or new construction.
- One copy of any recent appraisals of the property (if available).
- One copy of building permit application(s) or building permit(s).
- One copy of the income and expense report for the property. In order to protect the confidentiality of this information, the income and expense report should be submitted directly to the City Assessor with a brief cover letter explaining the purpose of the submission.
- One copy of the final decision of the zoning authority or other regulatory agency granting relief (if applicable).

**NOTE: NO APPLICATION WILL BE CONSIDERED UNLESS IT IS FILLED OUT COMPLETELY AND INCLUDES ALL REQUIRED SIGNATURES AND SUPPORTING DOCUMENTATION INCLUDING APPLICABLE ZONING OR OTHER REGULATORY RELIEF. THE CITY OF NEW HAVEN IS REQUIRED TO MAKE A DETERMINATION OF ELIGIBILITY WITHIN FORTY-FIVE (45) DAYS OF RECEIPT OF A COMPLETED APPLICATION. HOWEVER, AN APPLICATION WILL NOT BE CONSIDERED COMPLETE IF ANY REQUIRED DOCUMENTATION, INCLUDING EVIDENCE OF REGULATORY RELIEF HAS NOT BEEN RECEIVED. IN SUCH CASES THE FORTY-FIVE (45) DAY PERIOD SHALL BE TOLLED UNTIL ALL DOCUMENTATION HAS BEEN RECEIVED, INCLUDING EVIDENCE OF NECESSARY ZONING OR REGULATORY RELIEF. TO ENSURE TIMELY REVIEW OF ELIGIBILITY, AN APPLICANT WHO BELIEVES THAT HE OR SHE HAS BEEN SUBJECTED TO UNDUE DELAY OR INACTION MAY REQUEST IN WRITING A REVIEW OF THE APPLICATION'S STATUS BY THE ECONOMIC DEVELOPMENT ADMINISTRATOR. SUCH REVIEW SHALL BE IN ADDITION TO AND SHALL IN NO WAY BE CONSTRUED AS SUPERSEDING OR LIMITING THE APPLICANT'S RIGHT OF APPEAL UNDER THE PROCEDURES ESTABLISHED IN CONN. GEN. STAT. §12-65f.**

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**Where to File**

Submit Completed Application and additional documentation to either of the following Departments:

Residential Property:

City of New Haven, Livable City Initiative  
165 Church Street, 3<sup>rd</sup> Floor  
New Haven, CT 06510  
(203) 946-7090

Commercial or Mixed Use Property:

City of New Haven, Economic Development  
165 Church Street, Floor 4R  
New Haven, CT 06510  
(203) 946-2366



**IV. PROPERTY TAX ASSESSMENT DEFERRAL APPLICATION**

**I. PROGRAM SELECTION** *(select only one)*

- a. City Wide Assessment Deferral Program
- b. Enterprise Zone Assessment Deferral Program   
*(Property must be located in the defined Enterprise Zone)*

**II. APPLICANT INFORMATION**

All questions refer to the property for which the assessment deferral is being sought.

a. Contact information regarding this application (owner or authorized agent)

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email \_\_\_\_\_

b. Property information

Street Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Map, Block, Parcel # \_\_\_\_\_

c. Ownership information

Property Owner's Name \_\_\_\_\_  
 Nature of Owner's Interest \_\_\_\_\_

**III. REHABILITATION / CONSTRUCTION**

a. What is the expected date that rehabilitation or construction will begin? \_\_\_\_\_

b. What is the expected date that rehabilitation or construction will be complete? \_\_\_\_\_

c. Please indicate in the table below the property uses for before and after rehabilitation/construction.

Use	Before Rehabilitation	After Rehab / Construction
Residential	<input type="checkbox"/>	<input type="checkbox"/>
Commercial	<input type="checkbox"/>	<input type="checkbox"/>
Industrial	<input type="checkbox"/>	<input type="checkbox"/>
Vacant	<input type="checkbox"/>	<input type="checkbox"/>

**IV. FOR RESIDENTIAL PROPERTIES** *(For commercial properties, you may skip to the next section)*

a. How many residential units will exist in the completed property? \_\_\_\_

b. Is the property a residential cooperative or condominium?  Yes  No

c. Do you plan to convert the property to a residential cooperative or condominium within the next five years?  Yes  No

d. If you are planning a conversion, is the property currently abandoned, as determined by the Office of Building Inspection and Enforcement?  Yes  No  Not applicable

e. If you are planning a conversion, are a majority of the current tenants converting to a residential cooperative or condominium?  Yes  No  Not applicable

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*When you submit your application, please include evidence of the conditions for every item checked "Yes".*

**V. FOR NEW CONSTRUCTION** *(If no new construction exists, you may skip to the next section)*

- a. Is the proposed use a residential rental unit(s) or cooperative housing?     Yes     No
  
- b. Which of the following most accurately describes the status of the property?
  - Property is currently vacant
  - Property contains an existing structure, which will be demolished
  - Property contains an existing structure, which will be rehabilitated, along with new construction

**VI. OTHER TAX SUBSIDIES**

- a. Are you receiving abatement or deferral tax increases under any other program?     Yes     No

If so, please describe: \_\_\_\_\_

**VII. TAX DELINQUENCIES**

- a. Do you owe back taxes on the subject property or any other New Haven property in which you have a legal or equitable interest?     Yes     No
  
- b. Do you or your affiliates personally owe any other taxes (real, personal, or motor vehicle) to the City of New Haven?     Yes     No

Please list property address(es) or items and amount in arrears for all delinquencies:

Address / Item	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- c. If you owe delinquent taxes, will they all be paid by the Commencement of construction on the subject property?     Yes     No
  
- d. If no, has the City Tax Collector agreed to a repayment schedule for taxes owed to the subject property?  
 Yes     No     Not applicable

*If you check "yes", please include adequate evidence with your application.*



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# THE CITY OF NEW HAVEN

## BUREAU OF PURCHASES

200 Orange Street  
Room 401  
New Haven, Connecticut 06510  
(203) 946-8201 - FAX (203) 946-8206

**JOHN DeSTEFANO, JR.**  
Mayor



**Michael V. Fumiatti**  
Purchasing Agent

### DISCLOSURE & CERTIFICATION AFFIDAVIT OF OUTSTANDING OBLIGATIONS TO THE CITY OF NEW HAVEN

<b>VENDOR NAME</b>	
<b>VENDOR ADDRESS</b>	
<b>TELEPHONE /FAX</b>	
<b>E-MAIL ADDRESS</b>	
<b>SOLICITATION /AGREEMENT TITLE</b>	
<b>SOLICITATION NUMBER</b>	

For the purposes of this Disclosure of Outstanding Financial Obligations, the following definitions apply:

- (a) "Contract" means any Public Contract as defined below.
- (b) "Person" means one (1) or more individuals, partnerships, corporations, associations, or joint ventures.
- (c) "Public Contract" means any agreement or formal commitment entered into by the city to expend funds in return for work, labor, services, supplies, equipment, materials or any combination of the foregoing, or any lease, lease by way of concession, concession agreement, permit, or per agreement whereby the city leases, grants or demises property belonging to the city, or otherwise grants a right of privilege to occupy or to use said property of the city.
- (d) "City" means any official agency, board, authority, department office, or other subdivision of the City of New Haven.

State of \_\_\_\_\_ )

SS.

County of \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. I am (*circle one*) [owner, partner, officer, representative, agent or \_\_\_\_\_] of \_\_\_\_\_, the Contractor that has submitted the Attached agreement.  
(Contractor's name)
2. I am fully informed respecting the preparation and contents of the attached Agreement and of all pertinent circumstances respecting such Agreement;

**3. That as a person desiring to contract with the City (check all that apply):**

\_\_\_\_\_ The Contractor and each owner, partner, officer, representative, agent or affiliate of the Contractor has filed a list of taxable personal property with the City of New Haven for the most recent grand list, as required by Conn. Gen. Stat. §12-42.

\_\_\_\_\_ Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor are required to file a list of taxable personal property with the City of New Haven for the most recent grand list, as required by Conn. Gen. Stat. §12-42.

\_\_\_\_\_ Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor either directly or through a lease agreement, owes back taxes to the City of New Haven

\_\_\_\_\_ Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor either directly or through a lease agreement, has any other outstanding obligations to the City of New Haven

\_\_\_\_\_ The Contractor or an owner, partner, officer, representative, agent or affiliate of the Contractor owes back taxes and has executed an agreement, satisfactory to the tax collector, to pay said back taxes in installment payments and the payments under said agreement are not in default. **The agreement shall be attached**, and incorporated herein by reference.

**4. The following list is a list of the names of all persons affiliated with the business of the Contractor, if none state none. Use additional sheet if necessary (Must be on company letterhead and notarized):**

Name	Title	Affiliated Company (if none state NONE)	Service or Material	DOB
1				
2				
3				
4				
5				

**5. That as a person desiring to contract with the City:**

(a) **The Contractor or an owner, partner, officer, representative, agent or affiliate of the Contractor provides, or has provided, services or materials to the City within one (1) year prior to the date of this disclosure, if none, state none.** Use additional sheet if necessary ( Must be on company letterhead and notarized ):

Name	Title	Affiliated Company (if none state NONE)	Service or Material	DOB
1				
2				
3				
4				
5				

(b) **The Contractor possesses an ownership interest in the following business organizations, if none, state none.** Use additional sheet if necessary ( Must be on company letterhead and notarized ) :

Organization Name	Address	Type of Ownership		
1				
2				
3				
4				
5				

(c) The following persons possess an ownership interest in the Contractor. If the Contractor is a corporation, list all of the officers of the corporation and the names of each stockholder whose shares exceed twenty-five (25) percent of the outstanding stock, if none, state none. Use additional sheet if necessary ( Must be on company letterhead and notarized ):

Name	Title	DOB	Stock %	
1				
2				
3				
4				
5				

(d) Of the following of the affiliates, individuals or business entities identified in this affidavit, list each that owns, owned, or within one (1) year prior to the date of this disclosure has owned, taxable property situated in the City of New Haven, if none state none. Use additional sheet if necessary ( Must be on company letterhead and notarized ):

Name	Title	Affiliated Company (if none state NONE)	Address	DOB
1				
2				
3				
4				
5				

(e) If the Contractor conducts business under a trade name, the following additional information is required: the place where such entity is incorporated or is registered to conduct such business; and the address of its principal place of business, if none, state none:

TRADE NAME	PLACE OF INCORPORATION/REGISTRY	PRINCIPAL PLACE OF BUSINESS
1		
2		
3		
4		
5		

I hereby certify that the statements set forth above are true and complete, and I understand that any incorrect information or omission of information from this affidavit may result in the immediate termination of the Contractor's agreement with the City of New Haven.

(Signed) \_\_\_\_\_  
Title:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Title)  
My commission expires \_\_\_\_\_, \_\_\_\_\_.

**THIS FORM MUST BE NOTARIZED**

**FOR CITY OF NEW HAVEN USE ONLY:**

TAX COLLECTOR CERTIFICATION AS TO THE CONTRACTOR:	ASSESSOR CERTIFICATION AS TO THE CONTRACTOR:
<input type="checkbox"/> NO BACK TAXES OWED	CURRENT LIST OF TAXABLE PROPERTY <input type="checkbox"/> FILED
<input type="checkbox"/> BACK TAXES W/CURRENT AGREEMENT	CURRENT LIST OF TAXABLE PROPERTY <input type="checkbox"/> NOT REQUIRED
<input type="checkbox"/> BACK TAXES W/DEFAULT AGREEMENT	
AS TO ALL AFFILIATES:	AS TO ALL AFFILIATES:
<input type="checkbox"/> NO AFFILIATES LISTED	<input type="checkbox"/> NO AFFILIATES LISTED
<input type="checkbox"/> NO BACK TAXES OWED	CURRENT LIST OF TAXABLE PROPERTY <input type="checkbox"/> FILED
<input type="checkbox"/> BACK TAXES W/CURRENT AGREEMENT	CURRENT LIST OF TAXABLE PROPERTY <input type="checkbox"/> NOT REQUIRED
<input type="checkbox"/> BACK TAXES W/DEFAULT AGREEMENT	
<input type="checkbox"/> OK TO PROCESS AGREEMENT	<input type="checkbox"/> OK TO PROCESS AGREEMENT
BY: _____ TAX COLLECTOR	BY: _____ ASSESSOR

<b>VENDOR NAME</b>	
<b>VENDOR ADDRESS</b>	
<b>VENDOR TELEPHONE /FAX</b>	
<b>SOLICITATION NUMBER</b>	
<b>DEPARTMENT</b>	
<b>DEPARTMENT CONTACT</b>	
<b>TELEPHONE</b>	
<b>SOLICITATION /AGREEMENT TITLE</b>	