

City of Florence

250 Highway 101, Florence, OR 97439

541-997-3437



Multi-Unit Property Tax Exemption (MUPTe) Program:

Thank you for your interest in applying for the City of Florence's Multi-Use Property Tax Exemption (MUPTe) Program. This program is a state-enabled housing incentive program that allows cities across Oregon to exempt property taxes on residential improvements of approved multi-unit properties for up to ten years.

The overview of Florence's MUPTe program eligibility is as follows:

- Project must be fiscally infeasible without the MUPTe
- Project must be within one-quarter (¼) of a mile of a fixed-transit route
- Minimum of three (3) or More Units
- No Short-Term Housing or Transient Housing
- New Construction Only
- Public Good Benefits: To receive a MUPTe, a developer must show that their development meets three or more designated "public benefits." The allowed Public Good Benefits can be found in FCC 1-17-5-A and the Standards and Guidelines document.
 - Public good benefit specific for non-profit housing developers and recommends that the use of this public good benefit to meet the mandatory requirement should count as two public good benefits.
 - More information can be found in FCC 1-17-5-A-16 & FCC-1-17-5-B

In addition to this application, the City of Florence requires applicants to turn in the listed attachments. An application that does not include the following attachments will be deemed incomplete.

All MUPTe applicants must schedule a pre-application meeting with City Staff before December 31 of the calendar year immediately prior to the first assessment year for which the exemption is requested.

More information about the MUPTe program can be accessed at the City's website:

<https://www.ci.florence.or.us/economicdevelopment/multi-unit-property-tax-exemption-mupte-program>

Questions? Contact City of Florence's Economic Development department by email: EconomicDevelopment@ci.florence.or.us

Attachments: Please include the following and label as Exhibits A-G

Cover Letter: Explaining your project, length of exemption desired, land use progress, and any other pertinent issues to your MUPTe application.

Exhibit A: Legal Description of Site and Map of Site

Exhibit B: Evidence of Site Control

Exhibit C: A description of the projects including information regarding size and type of units, target population, parking and circulation plans, private and public access, and public benefits of the project

Exhibit D: Site Plan which shows in detail the development plan of the entire project, including labeled public benefits

Exhibit E: Pro-forma proving financial need for exemption (See FCC 1-17-2-A for More Information)

Exhibit F: Documents to explain the proposed public benefits

Exhibit G: Description of any other Public Financial Assistance if any (CET Exclusion, SDC Reductions, Land Grant, Etc.)

Application for Multi-Unit Property Tax Exemption (MUPTE) Program
City of Florence, 250 Highway 101, Florence, OR 97439
541-997-3437



I. Applicant Information *(If the applicant is part of a LLC, S-Corps or Similar Member company, please provide legal documentation of the Company's formation and list of members, authorized to sign on the Company's behalf)*

Name:	Title:
Company / Organization:	
Street:	City, State, Zip:
Phone:	Email:

II. Applicant's Representative Information *(if different than above)*

Name:	Title:
Company / Organization:	
Street:	City, State, Zip Code:
Phone:	E-Mail:

III. Property Information

Project is located within the designated program boundary:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Applicant has site control:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Site Address:		
Map No:	Tax Lot:	
Note: If property is only a fraction of a platted lot, indicate this fact and provide a metes and bounds description of the portion of the lot to be used.		
Current Use of Site:	Current Zoning:	
Assessor's Property Account Number(s):	Parcel Size:	

IV: Project Information

Anticipated Construction Start Date:	Anticipated Completion Date:	
Desired Effective Date (tax year) for the MUPTE program:		
Number, Size, and Type of Dwelling Units Proposed:		
1 bedroom units:	Square feet:	Estimated Rental Rate:
2 bedroom units:	Square feet:	Estimated Rental Rate:
3 bedroom units:	Square feet:	Estimated Rental Rate:
Other Units:	Square feet:	Estimated Rental Rate:
Total Building Square Footage:	Dimensions of Building:	

Building Cover: _____ % of Lot	Commercial Square footage (if any):
Occupant's Open Space: _____ total sq. ft. _____ p/unit	
Method of Construction:	Type of Materials:
Is other public financial assistance being requested for this project? <i>If yes, please attach description as Exhibit G</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
V. Land Use Planning	
Site Design Review or Master Plan Obtained? If No, estimated date of application? _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
VI. Public Benefits (please check all that apply, three are required to be completed to be eligible for a MUPTE)	
<input type="checkbox"/> Units at rental prices which are accessible to a broad income range of the general public	
<input type="checkbox"/> Parks and Recreation Facilities	
<input type="checkbox"/> Open Spaces	
<input type="checkbox"/> Common Meeting Rooms	
<input type="checkbox"/> Childcare Facilities	
<input type="checkbox"/> Facilities Supportive of the Arts	
<input type="checkbox"/> Facilities for People with Disabilities	
<input type="checkbox"/> Special Architectural Features	
<input type="checkbox"/> Dedication of Land or Facilities for Public Use	
<input type="checkbox"/> Development of Underutilized or Blighted Property	
<input type="checkbox"/> Provision of Pedestrian-Oriented Design Features	
<input type="checkbox"/> Development in Structures that may include ground level commercial space	
<input type="checkbox"/> Development on sites with existing single-story commercial structures	
<input type="checkbox"/> LEED Certified	
<input type="checkbox"/> Inclusion of Additional Tenant Amenities	
<input type="checkbox"/> Projects subject to a low-income housing assistance contract with an agency or subdivision of Oregon or the United States	
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Exhibit B: Evidence of Site Control	
Exhibit C: A description of the projects including information regarding size and type of units, target population, parking and circulation plans, private and public access, and public benefits of the project	
Exhibit D: Site Plan which shows in detail the development plan of the entire project, including labeled public benefits	
Exhibit E: Pro-forma proving financial need for exemption (See FCC 1-17-2-A for More Information)	
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Exhibit G: Description of any other Public Financial Assistance if any (CET Exclusion, SDC Reductions, Land Grant, Etc.)	