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**INFORMATION REQUIRED WHEN APPLYING FOR  
SPECIAL PROPERTY TAX VALUATION**

**APPLICATION**

A complete application must be filed with the Planning Department in sufficient time to allow for staff to review the application and give public notification of the hearing before the Historic Preservation Commission. An application will not be accepted until complete, as determined by the Planning Department. A complete application must include:

1. Application Form.
2. Legal Description. The applicant shall provide a complete legal description that adequately describes the property for which the Special Property Tax Valuation is requested. This legal description will be checked and verified by the Engineering Division. Inadequate legal descriptions will be returned for correction.
3. Proof of Ownership/Permission from Owner. The applicant must submit proof of ownership of the property for which the Special Property Tax Valuation is requested. All owners must join in or be represented in the application. If the applicant is not the owner of the property, written consent must be submitted by the owner granting the applicant permission to act as his or her agent.
4. Comprehensive Photographs. Exterior and interior photographs of the property before and after rehabilitation.
5. Architectural Plans or other legible drawings, drawn to scale, depicting the completed rehabilitation work, including a description of applicable building materials and colors.
6. Rehabilitation Cost Documentation. Documentation as to the actual cost of the rehabilitation project and the prior of time during which the rehabilitation took place, and a notarized affidavit attesting to the accuracy of this information.

All plans and maps required as part of this application shall be prepared in a reproducible format on a sheet with minimum dimensions of 8½ inches by 11 inches and maximum dimensions of 24 inches by 36 inches.

**ASSISTANCE**

The Planning Department is available to answer any questions about an application by phoning (509) 338-3220.

DATE APPLICATION RECEIVED: \_\_\_\_\_

DATE APPLICATION ACCEPTED AS COMPLETE: \_\_\_\_\_

CITY OF PULLMAN  
***SPECIAL PROPERTY TAX VALUATION APPLICATION***  
Pullman City Code 16.60.070(2)

**APPLICANT:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

STATUS (property owner, lessee, agent, purchaser, etc.): \_\_\_\_\_

**PROPERTY OWNER** (if different than applicant):

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**PROPERTY LOCATION** (general or common address):

\_\_\_\_\_

\_\_\_\_\_

**REQUEST:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

This Special Property Tax Valuation Application is being submitted with my consent.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

**CHECKLIST**  
SPECIAL PROPERTY TAX VALUATION

- \_\_\_\_\_ 1. Application filed with Planning Department.
- \_\_\_\_\_ 2. Application reviewed for completeness by Planning Department.
- \_\_\_\_\_ 3. Legal description checked by Engineering Division.
- \_\_\_\_\_ 4. Application accepted as complete by Planning Department.
- \_\_\_\_\_ 5. Staff report prepared by Planning Department and mailed to applicant and Historic Preservation Commission, and made available for public review prior to the public hearing.
- \_\_\_\_\_ 6. Public meeting conducted by Historic Preservation Commission.
- \_\_\_\_\_ 7. Applicant notified in writing of Historic Preservation Commission's decision.