



CITY of THE DALLES
313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481
FAX (541) 296-6906

VERTICAL HOUSING ZONE APPLICATION PACKET
INCLUDES VERTICAL HOUSING ZONE POLICY AND ZONE MAP
MARCH 2021

Vertical Housing Zone Manager
Alice Cannon, Community Development Department Director
541-296-5481 ext. 1151
acannon@ci.the-dalles.or.us

**Project Application Checklist
Vertical Housing Development Project**

.....
PROJECT/PROPERTY NAME
.....

.....
THE PROJECT APPLICATION SHALL INCLUDE THE FOLLOWING:
.....

- APPLICATION FOR CERTIFICATION OF A VERTICAL HOUSING DEVELOPMENT PROJECT
-
- VHDZ PROJECT CERTIFICATION AND SUMMARY OF BUILDINGS (EXCEL SPREADSHEET FORM)
-
- CONFIRMATION PROJECT IS LOCATED ENTIRELY IN THE VHDZ
-
- LIST OF PROJECT'S TOTAL FUNDING SOURCES AND AMOUNTS
-
- PROJECT'S DEVELOPMENT BUDGET AND TOTAL PROJECT COST
-
- ARCHITECTURAL PLANS/DESIGN OF THE PROJECT (THE FOLLOWING PAGES ONLY)
 - OVER SITE PLAN WITH TAX LOTS DESIGNATED AND BOUNDARIES OF SITE
 - SUMMARY OF BUILDING(S), FLOOR(S) SQUARE FOOTAGE, TAX LOT(S) SQUARE FOOTAGE
-
- DETAILED SCOPE OF REHABILITATION WORK (INCLUDING ASSOCIATED LINE ITEM COSTS)
(REHABILITATION PROJECTS ONLY)
-
- PROVIDE COPY OF THE MOST CURRENT YEAR'S COUNTY ASSESSED VALUE
(REHABILITATION PROJECTS ONLY)

.....
THE CITY RESERVES THE RIGHT TO REQUEST PROJECT APPLICANT TO PROVIDE SUPPLEMENTAL AND/OR CLARIFICATION INFORMATION.

SUBMIT PROJECT APPLICATION TO:
CITY OF THE DALLES
ATTN: VERTICAL HOUSING ZONE MANAGER
313 COURT ST
THE DALLES, OR 97058



**APPLICATION FOR CERTIFICATION
Vertical Housing Development Project**

COMPLETED & SUBMIT TO—
 CITY OF THE DALLES
 ATTN: VERTICAL HOUSING ZONE MANAGER
 313 COURT ST
 THE DALLES, OR 97058

Department Use Only:	
Date Filed: _____	<input type="checkbox"/> Acceptable <input type="checkbox"/> Rejected

PROPOSED VHDZ PROJECT

PROJECT/PROPERTY NAME	
PROJECT/PROPERTY APPLICABLE TAX LOT(S)	*Attach project legal description

For the residential units being constructed or rehabilitated as part of the project:

<input type="checkbox"/> NEW CONSTRUCTION	ANTICIPATED DATE OF CERTIFICATE OF OCCUPANCY
<input type="checkbox"/> ACQUISITION / REHABILITATION	YEAR BUILT
WILL EXISTING TENANTS BE DISPLACED, RELOCATED OR TEMPORARILY RELOCATED DUE TO ACQUISITION/REHABILITATION?	YES <input type="checkbox"/> NO <input type="checkbox"/>
ANTICIPATED DATE OF OCCUPANCY OR RE-CCUPANCY	
ANTICIPATED DATE OF REHABILITATION WORK COMPLETED	

APPLICANT

NAME	TITLE
ORGANIZATION	
MAILING	
CITY	STATE
TELEPHONE	ZIP
	EMAIL

PROPERTY OWNER

NAME	TITLE
ORGANIZATION	
MAILING	
CITY	STATE
TELEPHONE	ZIP
	EMAIL

RESIDENTIAL TARGET POPULATION

<input type="checkbox"/>	MARKET RATE	# OF UNITS	<input type="checkbox"/>	HOME OWNERSHIP	# OF UNITS
<input type="checkbox"/>	LOW INCOME 80% AMI	# OF UNITS	<input type="checkbox"/>	RENTAL UNITS	# OF UNITS
NUMBER OF YEARS AFFORDABLE AT 80% AND BELOW (IF APPLICABLE)					

PROJECT SITE

Unit density of site per local zoning code:

MAXIMUM # OF UNITS	MINIMUM # OF UNITS	PROPOSED # OF UNITS
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Size of site: (one acre= 43,560 square feet)

ACRES OR SQUARE FEET:

ARE ALL UTILITIES PRESENTLY AT SITE? YES NO

IF NO, WHAT NEEDS TO BE BROUGHT TO THE SITE?

Building(s) Information:

NUMBER OF RESIDENTIAL BUILDINGS	NUMBER OF RESIDENTIAL FLOORS
NUMBER OF NON-RESIDENTIAL BUILDINGS	NUMBER OF NON-RESIDENTIAL FLOORS
NUMBER OF BUILDINGS COMPRISING PROJECT	

If the project consists of more than one building or type of use, are they:

YES NO

LOCATED ON THE SAME TRACT OF LAND?	<input type="checkbox"/>	<input type="checkbox"/>
COMMON OWNERSHIP FOR FEDERAL TAX PURPOSES?	<input type="checkbox"/>	<input type="checkbox"/>
FINANCED PURSUANT TO A COMMON PLAN OF FINANCING?	<input type="checkbox"/>	<input type="checkbox"/>
COMMON PROPERTY MANAGEMENT?	<input type="checkbox"/>	<input type="checkbox"/>

UNIT MIX/SIZE

Unit Mix/Size: Attach separate page if more unit types are needed.

UNIT TYPE	TOTAL NO. OF UNITS	NO. OF AFFORDABLE UNITS	AVERAGE SIZE (SF)	ACTUAL TOTALS (SF)
RESIDENTIAL AREA				
STUDIO				
1 BEDROOM				
2 BEDROOM				
3 BEDROOM				
4 BEDROOM				
SUB TOTAL RESIDENTIAL UNITS				
RESIDENTIAL COMMON AREA (SF)				
TOTAL RESIDENTIAL AREA (SF)				

RETAIL/COMMERCIAL AREA

GROSS BUILDING AREA

GROSS LAND AREA

DECLARATION BY APPLICANT

The undersigned is duly authorized to submit this application on behalf of the named Owner. The information provided herein is true, correct and complete in describing a “vertical housing development project” inside a vertical housing development zone. The undersigned further authorizes the City to request further documentation or undertake any investigation deemed necessary to verify application information to complete its due diligence. I therefore request certification, so that the project property may be partially exempt from taxation under ORS 285C.471, and I understand that receipt of the ten-year partial exemption depends on the county assessor’s satisfaction that the actual project meets and continues to meet applicable requirements.

Signature

X

Date

NARRATIVE PROJECT SUMMARY

Please provide a project summary in narrative format, addressing the questions below. Replies should be succinct, but still provide adequate detail to fully describe the project. Please attach a separate sheet if necessary.

1. Describe the proposed project. This is your opportunity to explain why this project is being proposed. Describe the location, the current physical conditions of site (and building if rehab), amenities, design, and target population.

2. Describe the residential and non-residential uses by building, by floor.

3. How will the project be maintained and operated over the 10-year exemption period to ensure the project use and square footage remains consistent with the original VHDZ application requesting the exemption?

4. Describe how the proposed project is in the best interests of the community and will enhance the local area.

5. Rehab only. Describe the proposed rehab work that will be completed to substantially alter or enhance the utility condition, design or nature of the structure.

6. Describe how the project will remain affordable over the entire period of the exemption (if applicable).

7. Complete a time table below with either the actual or estimated dates of: start of construction/rehabilitation, estimated construction/rehabilitation completion, certificate of occupancy issued, copy of exemption Certificate filed with the Tax Assessor, and the first tax year in which the partial exemption will be claimed.

Click here to save this form then e-mail to: acannon@ci.the-dalles.or.us

PRINT

Click here to print the form

City of The Dalles
Vertical Housing Zone
Policy and Procedures

The Vertical Housing Development Zone was adopted into state law in 2001 by Senate Bill 763 and sought to, “encourage the construction or rehabilitation of properties in targeted areas of communities in order to augment the availability of appropriate housing and to revitalize such communities.” This bill allows Cities and Counties to sponsor a Vertical Housing Zone, which the City of The Dalles did and received State Certification on February 3, 2014.

Senate Bill 310, signed by Governor Kate Brown on June 14, 2017, makes several substantial changes to the original State managed Vertical Housing Zones. Currently, parties interested in taking advantage of the program would submit an application to the Oregon Housing and Community Services Department to be reviewed and managed. Under the new bill, the sponsoring entity, City or County, will review and manage all zone applications.

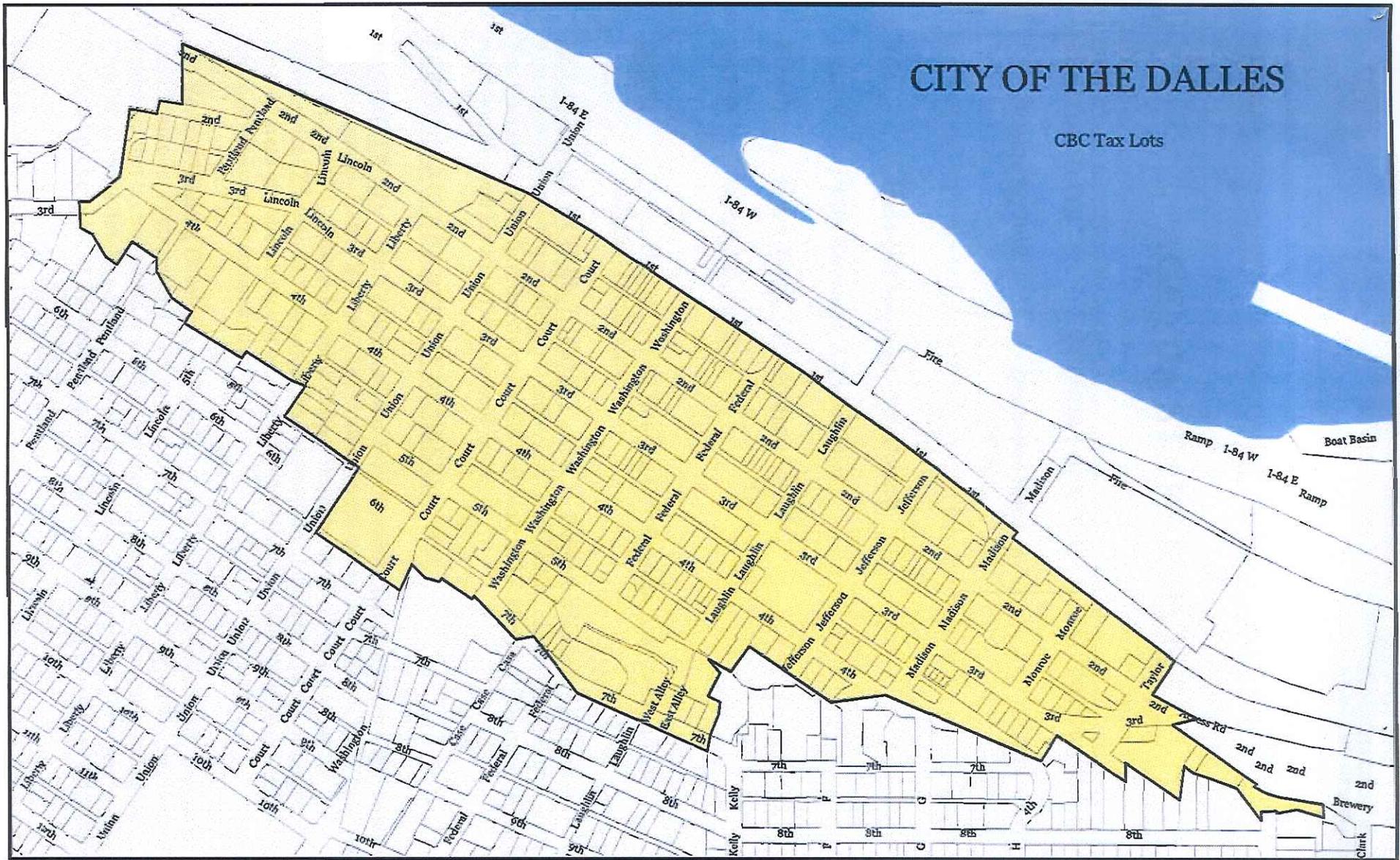
In order to facilitate a smooth transition and effective ongoing management of The City of The Dalles Vertical Housing Zone the below policy and procedure descriptions are set forth:

Process

- The City of The Dalles will have one (1) staff person identified as the Vertical Housing Zone Manager (Zone Manager) by City Council Resolution.
- Interested parties will fill out a City of The Dalles Vertical Housing Zone Application Form along with all required information and submit it to the Zone Manager. Applications can be submitted either electronically or in hard copy form.
- The Zone Manager will conduct a preliminary review of the application and inform the applicant if any additional information is needed. The Zone Manager will use the project application review checklist to assist in this determination.
- Once all information is obtained, the Zone Manager will review the eligibility criteria for the zone and determine if they are met.
- The Zone Manager independently completes the Building Square Footage calculator using the architectural plans that provide the square footage of the building. If the architect’s square footages are inadequate to complete the calculator, the developer will be requested to provide the missing information. The Zone Manager’s findings will be compared to the applicant’s square footage calculations and will work with the applicant and their architect to resolve any discrepancies. This is the form that the Zone Manager will rely upon to issue the final “Certification” and legal agreement for the partial property tax exemption.
- If the criteria are met, the Zone Manager will prepare a preliminary Zone Certification Letter from the City. This letter confirms that the project as described is eligible.

- The Zone Manager will issue the final certification after the project is completed, the building square footage calculator is given a final review, and the applicant provides a copy of the certificate of occupancy.

NOTE: The developer is responsible for taking the Certification to the County Assessor who translates the partial property tax exemption percentage into the dollar amount of exemption. The biggest misunderstanding of the program is that it is a tax credit that brings equity into the project. This Program does not bring funds/equity into the project, but provides a partial property tax exemption for a maximum of 10 years.



PROPOSED VHDZ
OPTION 1

