



## Multi-Family Tax Exemption

**Highway 99 Subarea and Westgate Mixed-Use (WMU) Zone District Only**  
Edmonds City Code Title 3, Chapter 3.38 & *Revised Code of Washington* (RCW) Chapter 84.14

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### PURPOSE

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The purpose of this program is to encourage increased residential opportunities within the Westgate Mixed- Use Zone. It is further the purpose of this program to assist in directing future population growth, achieve development densities that are more conducive to transit use, and promote a pedestrian-oriented community in the Highway 99 Subarea and Westgate neighborhood, in fulfillment of the *Edmonds Comprehensive Plan*.

Only the value of new housing construction, conversion, and rehabilitation improvements is eligible for exemption from ad valorem property taxation (the value of the property as assigned by the property assessor, pursuant to Ch. 84.14 RCW and Ch. 3.38 of the Edmonds City Code. Once the final Certificate of Tax Exemption is issued, residential development is exempted from qualifying property taxes for up to 12 successive years beginning January 1st of the year immediately following the calendar year of issuance if at least 10% of the project's units are affordable to low-income households and 10% of the project's units are affordable to moderate-income households (per definition at ECC 3.38.020).

### REVIEW PROCESS

**For a complete copy of the process and requirements please see ECC Title 3, Chapter 3.38.**

#### **What steps are required for the tax exemption decision and how long will it take?**

The following is a summary of the steps required for review and processing of a request for tax exemption for a multi-family housing tax exemption application.

1. **Application Submittal** – If submitting the tax exemption application prior to the land-use permit application, you may submit the application in person or by mail. Otherwise, you may submit the application in person together with your land-use permit application submittal. An application fee is due per ECC 3.38.060.E
2. **Staff Review** – Your application will be reviewed by City staff for completeness. If additional information is necessary, you will be contacted to correct and/or supplement your application.
3. **Decision** –
  - a. The Development Services Director reviews the application to determine if the project is eligible and, if so, may approve the application.
  - b. If the director approves the application, the owner shall enter into a contract with the city, approved by the Mayor.
  - c. If the Mayor approves the contract, the director issues a Conditional Certificate of Acceptance of Tax Exemption. The certificate is valid for only three years, unless an extension is granted pursuant to ECC 3.38.090.

4. Appeal – An owner may appeal a denial of a tax exemption application to the Hearing Examiner by filing a notice of appeal with the City Clerk within 30 calendar days of receipt of the notice of denial. The appeal before the Hearing Examiner shall be based upon the record before the director, and the director’s decision will be upheld unless the owner can show that there is no substantial evidence on the record to support the director’s decision. The Hearing Examiner’s decision on appeal shall constitute the final action by the City.
  
5. Issuance of Final Certificate of Tax Exemption – Once the project has been completed in accordance with the Mayor approved contract, the final tax exemption certificate is filed with the Snohomish County Assessor.

## Multi-Family Tax Exemption Checklist

### PLEASE RETURN THIS CHECKLIST WITH YOUR APPLICATION

The following is a list of materials and plans that must be submitted in order to have a complete application. For some applications, it may not be necessary to submit all of the listed materials. Consult with the Development Services Department (425-771-0220) or [planning@edmondswa.gov](mailto:planning@edmondswa.gov) if you have questions. Please do not schedule an application appointment until all materials that apply to your proposal have been checked off.

APPLICATION	REQUIRED	PROVIDED
Completed City of Edmonds application form setting forth the grounds for the exemption.	X	

FEES	REQUIRED	PROVIDED
A check payable to the City of Edmonds (contact the Permit Center for specifics), plus recording fees* (ECCC 3.38.060).	X	

SURVEY, SITE PLANS, AND FLOOR PLANS – IF TAX EXEMPTION APPLICATION IS <i>NOT</i> SUBMITTED TOGETHER WITH LAND USE APPLICATION	REQUIRED	PROVIDED
<b>One copy of the following:</b>		
1. Legal description of the property.	X	
2. Preliminary floor and site plans of the proposed project drawn at 1" = 20', or a comparable scale, and one set reduced to 8½" x 11" size.	X	
3. Building detail on area devoted to each use. Calculations shall be in <u>gross</u> square footages.	X	

OTHER REQUIRED INFORMATION	REQUIRED	PROVIDED
If the project includes rehabilitation of existing dwelling units, written verification of property compliance with city’s development code.		

\* The recording fees shall be required prior to issuance of the final certificate.



Application Number
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## Multi-Family Tax Exemption Application for New Construction

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 Edmonds City Code Title 3, Chapter 3.38 & *Revised Code of Washington (RCW) Chapter 84.14*

This application form is required pursuant to ECC 3.38.060 (It is for new construction only, not for rehabilitation of existing units; rehabilitation would require a different form.) Please consult ECC Chapter 3.38 for a complete listing of requirements and procedures for this property tax exemption. Please print or type your answers below. You may use additional sheets, if necessary.

APPLICANT INFORMATION		
Name:	Company:	Daytime Phone:
Mailing Address:		Email Address:
Contact Person (if different):		Daytime Phone:
Property Owner (if different):		Daytime Phone:
Mailing Address:		Email Address:

PROJECT INFORMATION	
Site Address:	Assessor's Parcel Number:
Zoning District: WMU____ Highway 99 Subarea____	Site Area (sq. ft.):
Number of new residential units to be constructed Rental: _____ For Sale: _____ Total: _____	
Number of housing units affordable to low-income households* : _____; Percentage of total units: _____	
Number of housing units affordable to moderate-income households*: _____; Percentage of total units: _____ <i>(* Per ECC 3.38.020 definitions)</i>	
Gross building area (square feet): _____	
Gross commercial space (square feet): _____	
Gross building area devoted to residential uses, includes residential common areas and parking (square feet): _____	
What is the anticipated completion date for the project? _____	

Description of proposal, including schematic site and floor plans of the multi-family units and the structure(s) in which they are proposed to be located (attach additional sheets as necessary):

Please see the checklist for a list of plans and other information that must be submitted with this application and for other important information. The checklist must be submitted with the application and the required submittals.

**SIGNATURE/CERTIFICATION**

I/we \_\_\_\_\_, declare that I/we are the owner(s) of the property involved in this application, and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my/our knowledge and belief. As owner(s) of the land described in this application, I/we hereby indicated by my/our signature(s) below that I/we are aware of the additional tax liability to which the property will be subject if the exemption authorized by RCW Chapter 84.14 and ECC Title 3, Chapter 3.38 is canceled.

I/we, as owner(s) of the property involved in this application, am aware that if the exemption is canceled for non-compliance, an additional tax will be imposed that includes: (a) the difference between the tax paid and the tax that would have been owed if it had included the value of the nonqualifying improvements dated back to the date that the improvements became nonqualifying; (b) a penalty of 20% of the difference; and (c) interest at the statutory rate on the tax and penalties calculated from the date the tax would have been due without penalty if the improvements had been assessed without regard to the exemptions provided by RCW Chapter 84.14 and ECC Title 3, Chapter 3.38.

Owner's Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Print Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Print Name: \_\_\_\_\_