



FRANKLIN COUNTY

Planning & Building Codes Department

321 W. Main Street

Frankfort, Kentucky 40601

Phone: (502) 875-8701 Fax: (502) 875-8737

**PROPERTY ASSESSMENT / REASSESSMENT
MORATORIUM CERTIFICATE APPLICATION FOR
EXISTING BUILDINGS THAT ARE 25 YEARS OR OLDER**

Date: _____

1. Applicant Information:

- Applicant/Agent name: _____
- Mailing address: _____
- Phone #: _____ Email: _____
- Owner of Property: _____ Address _____
- Architect _____ Phone # _____

2. Property Information:

- Property Address: _____
- Zoning District: _____
- Type of Existing Use of the Property: _____
- Type of Proposed Use of the Property: _____
- Gross Floor Area of the Structure(s): _____
- Is the Structure more than 25 years old? yes no (attach documentation)
- Previous two (2) years assessed value: _____ & _____
- Describe the proposed time schedule of the project (beginning to completion): _____

- Detailed description of the nature and extent of the restoration, repair, rehabilitation, or stabilization to be undertaken: _____

- Is the property in a National Historic District- yes no
- Has the above description been approved by the Architectural Review Board?
yes no

3. THE FOLLOWING ITEMS ARE REQUIRED AS PART OF THIS APPLICATION:

- Completed Application - The applicant must fill out all applicable areas of this application. The application must be submitted to the Planning and Community Development Department.

- Proof of Ownership - A copy of the last recorded deed of the property. An agent affidavit is required if the applicant is other than the owner.
- Agent Affidavit (if applicable) - If the applicant is other than the owner of the property.
- Architectural/building Plans detailing the planned work to be done, with an estimate of the total project expenditure. NOTE: Documentation of all expenses incurred must be provided to the City of Frankfort Finance Department upon project completion.
- Non-residential Uses: A detailed list of all fixed building equipment which will be a part of the facility and a statement of the economic advantages expected from the moratorium, including expected construction employment.
- Architectural Review Board Application: This application is required to be submitted and approved for any property within the City’s historic districts, prior to approval of this assessment/reassessment moratorium application. If this has been already done, please provide a copy of the “certificate of appropriateness”.

NOTES:

Before the moratorium certificate can be issued, all submitted improvements shall be inspected (following the submittal and approval of a building permit) upon completion to certify that it has met all applicable design requirements and ensuring the integrity of the historic character of the area is maintained. **It is the applicant’s responsibility to call for a final inspection. The Building Inspector may be reached at (502) 875-8701.**

I HAVE READ THE INFORMATION IN THIS APPLICATION AND HAVE FILLED IN ALL ANSWERS CORRECTLY TO THE BEST OF MY ABILITY.

APPLICANT’S PRINTED NAME: _____ DATE: _____

AFFIDAVIT OF OWNERSHIP AND ACCURACY

I/we, _____ do hereby swear or affirm under penalty of perjury, that I/we am/are the owner(s) of the property for which this assessment moratorium is sought and that all information contained in this application is true and correct. I further understand that it is my responsibility to submit all of the above information in order for my application to be processed.

_____ date
owner signature

_____ date
owner signature

FOR OFFICIAL USE ONLY	
Application # _____	
Comments: _____	

Application received by _____	date and time: _____
Application sufficient for review: <input type="checkbox"/> yes <input type="checkbox"/> no	
Date application sent to Finance : _____	
Date application sent to PVA: _____	
ARB review require?: <input type="checkbox"/> yes <input type="checkbox"/> no tentative date: _____	