

## Town of Moultonborough

### *Application Instructions - Community Revitalization Tax Relief Incentive (RSA 79-E)*

Applicants are encouraged to meet with the Town Planner (Office of Development Services) and the Moultonborough Heritage Commission for assistance in exploring options for Village Zone revitalization projects and in completing the application.

1. Completed applications are filed with the Board of Selectmen. Upon receipt of an application, the Board will hold a public hearing within 60 days. The applicant will be notified by certified mail of the hearing date.
2. At the hearing, the Board of Selectmen must make specific determinations and findings in order to grant relief. It will be the applicant's responsibility to demonstrate compliance with the criteria, listed below.
  - a. The structure must qualify by being historic (50 years or older) and located in the Village Zone (Commercial Zone C).
  - b. The proposed rehabilitation must be substantial, meaning the cost of the rehabilitation must be at least 15% of the pre-rehabilitation assessed valuation, or \$75,000, whichever is less.
  - c. The proposed use must be consistent with the Moultonborough Master Plan and local development regulations.
  - d. In order to qualify for tax relief, a rehabilitation must provide at least one of the following public benefits:
    - i. It enhances downtown economic vitality.
    - ii. It enhances or improves a culturally or historically important structure.
    - iii. It promotes the development of the town center. (Village Zone) consistent with 'smart growth' principles. (RSA 9-B).
    - iv. It increases residential housing in the town center. (Village Zone)
3. The Board of Selectmen will render a decision within 45 days of the public hearing. In the case of a denial, the applicant will receive a written explanation. Appeal of the denial may be made to the Board of Tax and Land Appeals of the Superior Court.
4. The tax relief that may be granted by the Board of Selectmen is in the form of an assessment freeze on the qualifying structure(s) for a period of up to five (5) years. It is the Board's decision as to the amount of the tax relief granted as well as the period of time. Additional time may be granted by the Board, as follows:
  - a. An additional two (2) years if the project results in new residential units
  - b. An additional four (4) years if the project includes affordable housing
  - c. An additional four (4) years if the rehabilitation of the structure is in accordance with the Secretary of the Interior's Standards for Rehabilitation



**TOWN OF MOULTONBOROUGH  
OFFICE OF DEVELOPMENT SERVICES**

6 HOLLAND STREET  
MOULTONBOROUGH, NH 03254  
603/476-2347  
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www.moultonboroughnh.gov

**Community Revitalization Tax Relief Application** (per NH RSA 79-E)

Date: \_\_\_\_\_ [Office use only. \$50 .00 Fee submitted: \_\_\_\_\_ Final action: \_\_\_\_\_]

**Property information**

Property address/location: \_\_\_\_\_

Name of building (if applicable): \_\_\_\_\_

Tax map #: \_\_\_\_\_; Lot # ('s): \_\_\_\_\_; Year built (if known): \_\_\_\_\_

**Property owner**

Name (include name of individual): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant/developer** (if different from property owner) **or Agent**

Name (include name of individual): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Proposed project**

Explain project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building uses. Existing: \_\_\_\_\_; Proposed: \_\_\_\_\_

Nonresidential square footage. Existing: \_\_\_\_\_; Proposed: \_\_\_\_\_

# of residential dwelling units. Existing: \_\_\_\_\_; Proposed: \_\_\_\_\_

Expected construction dates. Start: \_\_\_\_\_; Finish: \_\_\_\_\_



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(Continued Tax Relief (79E) application - Tax Map \_\_\_ Lot: \_\_\_ )

**Project costs**

Describe work that will constitute the substantial rehabilitation and estimated/projected costs. Please attach written estimates, if available.

Structural: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Electrical: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Plumbing: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Mechanical: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Other: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**Total project cost: \$ \_\_\_\_\_**

**Other Information**

Name of contractor (if known): \_\_\_\_\_

Will the project include any new housing units? \_\_\_\_\_; How many? \_\_\_\_\_

Will the project include any affordable housing units? \_\_\_\_\_; How many? \_\_\_\_\_

Will any state or federal grants or funds be used in this project? \_\_\_\_\_

What are the public benefits associated with this project (in accordance with RSA 79-E: 7)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submission of application**

**Note:** This program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-rehabilitation assessed valuation or \$75,000, whichever is less. Please attach any plot plans, building plans, elevation drawings, sketches, or photographs which help illustrate the project. There is a \$50.00 fee associated with this application. The application must be signed by the property owner.

*I (we) hereby submit this application under the Community Revitalization Tax Relief Incentive Statute (NH RSA 79-E) and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate. I (we) have reviewed the statute and understand that: a) there will be a public hearing to evaluate the merits of this application; b) I (we) will need to enter into a covenant with the Town; and c) I (we) may be required to pay reasonable expenses associated with the creation of the covenant.*

Signature of property owner (1): \_\_\_\_\_

Date: \_\_\_\_\_

Signature of property owner (2): \_\_\_\_\_

Date: \_\_\_\_\_

**COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE (79-E)**

**BOARD OF SELECTMEN CHECKLIST**

	<b>QUALIFYING STRUCTURE (79-E: 2)</b>	*****	*****
1	To be a <i>qualifying structure</i> , the structure must be 50 years or older, and must be located in the Village Zone, as defined by the Moultonborough ZO. Does the structure meet these requirements?		
2	Will the qualifying structure’s rehabilitation be substantial; that is, will it cost at least 15 percent of the pre-rehabilitation assessed valuation or at least \$75,000, whichever is less?		
3	Does the proposed rehabilitation project meet Master Plan goals and local development regulations?		
	<b>PUBLIC BENEFIT (79-E: 7) (Must provide at least one of four benefits)</b>	*****	*****
1	Does the proposed rehabilitation enhance downtown economic vitality (Village Zone)?		
2	Does the proposed rehabilitation enhance and improve a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of the town or village center (Village Zone) where it is located?		
3	Does the proposed rehabilitation promote the development of a municipal center, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B “smart growth”?	*****	*****
	Development and use of property and its physical, visual, and audible consequences are appropriate to the traditional and historic area or landscape? RSA 9-B: 3 Definition		
	Encourage denser development? RSA 9-B: 3 Definition		
	Encourage mixed use? RSA 9-B: 3 Definition		
	Bring a vibrant commercial activity? RSA 9-B: 3 I		
	Bring a strong sense of community identity? RSA 9-B: 3 II		
	Preserve historic village centers? RSA 9-B: 3 X		
4	Does the proposed rehabilitation increase residential housing in the town center (Village Zone)?		
	<b>TAX RELIEF PERIOD (assessment freeze up to 5 years) PLUS</b>		
	Additional 2 years (project resulting in new residential units)		
	Additional 4 years (project including affordable housing)		
	Additional 4 years (rehabilitation of structure in accordance with the Secretary of the Interior’s Standards for Rehabilitation)		
	<b>TOTAL YEARS GRANTED TAX RELIEF:</b> (covenant to be prepared under RSA 79:E 8)		