

# Application for **BUILDING PERMIT** Overbrook, Kansas

DO NOT FILL IN HERE—FOR OFFICIAL USE ONLY

FEE	RECEIPT NO.	PERMIT NO.
REGIONAL AREA: Kansas		COUNTY AREA: Osage
DISTRICT ZONING	SUBDIVIDED	OWNERSHIP VERIFIED
ISSUED BY		DATE PERMIT ISSUED

**TO: Building Inspector**

This application is presented by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
PLEASE PRINT NAME OF PROPERTY OWNER

for THE CONSTRUCTION THE ALTERATION THE RELOCATION THE DEMOLITION of a **ADD A**  
 SINGLE FAMILY DWELLING NO. OF BEDROOMS \_\_\_\_\_ INDUSTRIAL STRUCTURE  
 MULTIPLE FAMILY DWELLING NO. OF UNITS \_\_\_\_\_ MOBILE HOME  
 OFFICIAL OR INSTITUTIONAL STRUCTURE OTHER \_\_\_\_\_  
 COMMERCIAL STRUCTURE \_\_\_\_\_

Said Structure To Be Located on the Following Described Property:

Legal Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(If additional space is required, attach separate sheet)

STREET ADDRESS OF THE ABOVE \_\_\_\_\_ ESTIMATED COST \$ \_\_\_\_\_

Estimated Starting Date of Construction \_\_\_\_\_ Estimated Date of Completion \_\_\_\_\_

PRESENT BELOW INFORMATION PERTAINING TO THE AVAILABILITY OF THE PUBLIC UTILITIES AND FACILITIES:

PUBLIC WATER \_\_\_\_\_

ELECTRICITY \_\_\_\_\_

NATURAL GAS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

STREET IMPROVEMENTS \_\_\_\_\_

SANITARY SEWAGE TREATMENT \_\_\_\_\_

GARBAGE DISPOSAL YES NO

OTHER INFORMATION \_\_\_\_\_

(LOT)

## Application for BUILDING PERMIT

**Plot (Lot) Plan:**

1. Indicate the location of the structure on the lot, including lot dimensions, building set back and structure dimensions, and street names.
2. Indicate the location of the septic line, if applicable.
3. Indicate the location of a water meter, if applicable.
4. Indicate any other information, such as building height, parking are, etc.

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I hereby acknowledge that information presented is correct and that I will comply with all applicable ordinances and regulations of the City of Overbrook, Kansas.

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

\_\_\_\_\_  
Date

Present Address & Phone #: \_\_\_\_\_

**Official**  
**BUILDING PERMIT**  
Overbrook, Kansas

PERMIT NO. \_\_\_\_\_  
REGIONAL AREA Kansas  
COUNTY AREA Osage  
DATE ISSUED \_\_\_\_\_  
DIST. ZONING \_\_\_\_\_

THIS PERMIT  
AUTHORIZES \_\_\_\_\_

for THE CONSTRUCTION THE ALTERATION THE RELOCATION THE DEMOLITION of a **ADD A**  
SINGLE FAMILY DWELLING NO. OF BEDROOMS \_\_\_\_\_ INDUSTRIAL STRUCTURE  
MULTIPLE FAMILY DWELLING NO. OF UNITS \_\_\_\_\_ MOBILE HOME  
OFFICIAL OR INSTITUTIONAL STRUCTURE OTHER \_\_\_\_\_  
COMMERCIAL STRUCTURE \_\_\_\_\_

IN ACCORDANCE WITH THE PLANNING AND ZONING REGULATIONS Overbrook KANSAS, AND IN COMPLIANCE  
WITH THE APPROVED APPLICATION, ON PROPERTY LOCATED AT: \_\_\_\_\_

SAID PERMIT SHALL BE VALID FOR ONE (1) YEAR FROM THE DATE OF ISSUANCE OR SHALL BE VALID WHILE  
CONSTRUCTION IS IN THE PROGRESS. UPON THE COMPLETION OF THE CONSTRUCTION, APPLICANT  
HEREBY AGREES TO NOTIFY THE ZONING ADMINISTRATOR IN WRITING OF SAID COMPLETION.

APPLICANT'S SIGNATURE

Approved by:

X \_\_\_\_\_

\_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

\_\_\_\_\_

Building Inspector

IMPORTANT - THIS PERMIT IS SUBJECT TO THE  
ISSUANCE OF AN OCCUPANCY PERMIT. FAILURE TO  
SECURE THE SAME MAY RESULT IN THE ENFORCE-  
MENT OF A PENALTY FOR VIOLATION.



# Neighborhood Revitalization Program

## PROPERTY TAX REBATE INCENTIVE

The Osage County Neighborhood Revitalization Program (NRP) is designed to give property owners in Osage County the opportunity to receive a ten-year tax rebate on the increased value of the property. The rebate is applied to the additional property taxes that are incurred as a result of the rehabilitation of a property or new construction. This does not affect your current property taxes. The rebate is determined based on the eligible increase in your taxes for the % from each of the property's participating entities. If your town, township, or fire district is not a participating taxing entity, you will still receive the county's portion of the property taxes in the rebate. You are still required to pay all property taxes, but you will be rebated a percentage of the increase that is due to the improvements if the project meets all requirements. The rebate will stay with the approved property for ten years, even if the property is sold.

### Eligible Property Types

- Residential, Commercial, Industrial, Historical and Agricultural Properties
- Rehabilitation, alterations, and additions to any new existing residential structure
- New construction of Residential, Commercial and Industrial

Improvements to existing or construction of new residential accessory structure such as garages, gazebos, storage buildings, workshops, swimming pools **shall not be eligible**.

### For More Information

Visit the Osage County Website

Or Contact:

Osage County NRP Advisor  
785-828-3124 ext. 163  
mrooks@osageco.org

Osage County Land Development  
785-828-3347  
landdev@osageco.org



### Participating Taxing Entities

- Osage County
- Burlingame
- Carbondale
- Lyndon
- Melvern
- Olivet Township
- Osage City
- Overbrook
- Scranton
- Quenemo
- Fire District 2
- Fire District 5
- More TBD

### Contact Information

Osage County Land Development  
785-828-3347

[landdev@osageco.org](mailto:landdev@osageco.org)

Osage County NRP Advisor  
785-828-3124 ext. 163

[mrooks@osageco.org](mailto:mrooks@osageco.org)

Osage County Appraiser  
785-828-3124

[mbooker@osageco.org](mailto:mbooker@osageco.org)

Osage County Treasurer  
785-828-4900

[lhawkins@osageco.org](mailto:lhawkins@osageco.org)



## Neighborhood Revitalization Plan (NRP)

*The primary intent of the Kansas Revitalization Program is to provide communities with a long-term increase and stabilization in their property tax base by encouraging the rehabilitation or new construction which may not have otherwise occurred.*

Real Property Tax  
Rebate Incentive



**Osage County  
Land Development**

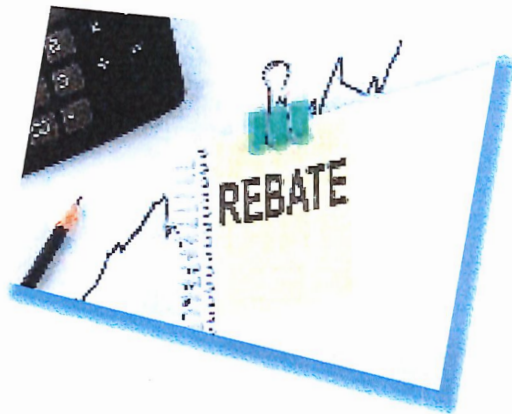
717 Topeka Ave  
Lyndon, KS 66451  
785-828-3347

[landdev@osageco.org](mailto:landdev@osageco.org)

[www.osageco.org](http://www.osageco.org)

## Application Process

- Before construction begins get Building Permit from Land Development or City
- Fill out Application within 30 days issuance of building permit and before start of construction
- Pay processing fee of \$125



## Rebate information

- A refund of the new property tax caused by improvements that increase the property value by 15%
- Only for the portion of your property taxes that falls within the participating entities
- Does NOT affect your current property taxes
- Transferable upon completion of a legal sales transaction after recorded with the Osage County Register of Deeds and taxes are kept current

## Benefits

- Provides incentives for housing improvements through property tax rebates
- Benefits homeowners, businesses and the community
- Maintains the current tax revenue
- Allows property owners to build equity
- Creates new, long-term tax revenue without adding fiscal burden to participating entities
- Incentivizes development
- Reverses outward migration of residents
- Helps stabilize property values
- Strengthens fiscal capacity of local governments so they can grow and better serve the community
- Encourages residential, commercial and industrial development and economic growth within the county and participating communities



## Qualifications

- The project should increase the value of the property by at least 15%
- Fill out application and appropriate permits prior to construction
- All taxable property owned by applicant must be current in payments
- Keep taxes current throughout the entire program
- Complete project within 12 months after application approval
- Request a Certificate of Occupancy from Land Development when construction is complete
- Appraiser will send out Rebate Application yearly. Fill out and send it in to Treasurer

## Qualified Improvements

- New construction of Residential, Commercial and Industrial buildings
- Rehabilitation, alterations and additions to any existing residential structure

## Unqualified Improvements

- Free standing Garage
- Gazebo
- Storage Buildings
- Workshops
- Pools



# Osage County Land Development

717 Topeka Ave. / PO Box 221 / Lyndon, KS 66451

Office: 785-828-3347

Cell: 785-730-1395

[Landdev@osageco.org](mailto:Landdev@osageco.org)

## Neighborhood Revitalization Program Application

If Building Permit is Required for project; it MUST be completed before you can apply for NRP

Owner First Name \_\_\_\_\_ Owner Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address of Property Applying for NRP \_\_\_\_\_

Expected Date of Construction Commencement \_\_\_\_\_

Estimated Date of Construction Completion \_\_\_\_\_

Permit# \_\_\_\_\_ Estimated Cost of Improvements \_\_\_\_\_

Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

List of Buildings to be demolished, if applicable \_\_\_\_\_

Describe construction improvements to be completed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand it is my responsibility to Contact the Osage County Land Development Department when my project is complete to obtain a Certificate of Occupancy. Yes  No

I hereby understand it is my responsibility to adhere to the NRP Program.

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

\_\_\_\_\_  
Date

**Office Use Only**

Received By \_\_\_\_\_

\_\_\_\_\_  
(Land Development)

\_\_\_\_\_  
Date