



## Construction Sales Tax Deferral Conditional Certificate Application

Application must be approved by the City of Vancouver  
and WA Department of Revenue **prior** to issuance of building permits

### Property Owner of Record (Entity listed on property deed)

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

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Project contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

WA State business license #: \_\_\_\_\_ City of Vancouver business license #: \_\_\_\_\_

### Project Information

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Tax Assessor Parcel Number(s): \_\_\_\_\_

Project Type:

Rental Option- 50% of units will be rented to residents earning less than 80% AMI.

Ownership Option- 50% of units will be sold to residents earning less than 115% AMI

Number of Units: \_\_\_\_\_ Number of income-based units \_\_\_\_\_ (round fractions up)

Was the site acquired through condemnation?

Yes  No

Is the project a mixed-use development?

Yes  No

Is the project phased?

Yes  No

## Project Eligibility

- The sales and use tax deferral is assigned to the property owner of record listed on the deed.
- Project proposes affordable housing on underdeveloped property defined in RCW 82.92.010 as “land used as a surface parking lot off the street or highway, that is open to public use with or without charge as of June 9, 2022”.
- For rental housing projects- a minimum of 50% of units must be rented to residents earning less than 80% area median income. Where no more than 30% of income is required for rent and utilities.
- For ownership housing projects- a minimum of 50% of units must be sold to residents earning less than 115% area median income. Where no more than 30% of income is required for mortgage and utilities.
- For mixed-use projects, only the ground floor of a building may be used for commercial purposes with the remainder dedicated to residential housing units.
- Projects involving multiple phases must submit applications for each qualifying phase.
- Projects are required to meet local zoning and all local plans and regulations that apply at the time the application is approved.
- A conditional certificate must be approved by both the City of Vancouver and Department of Revenue BEFORE building/construction permits are issued.
- Project must be completed and occupancy permit received within three years from date of the City of Vancouver conditional certificate approval and development agreement unless an application extension subject to RCW 82.59.070(4) is approved.

## Required Attachments:

- Project Narrative: Describe the project details including how the project meets the definition of “underdeveloped land”. Provide a detailed explanation of how the project would not be financially feasible without the receipt of this tax incentive.
- Development Plan Drawings: Site Plan, floor plans, elevation drawings and other applicable project drawings.
- Construction Budget
- Application Fee: \$5,000 base fee plus \$75.00 per residential unit

## Owner Statement of Acknowledgement

As authorized representative or owner of the land described in this application, I hereby indicate by my signature that I am aware:

- The investment project must be completed within three years from the City of Vancouver date of approval of the conditional certificate application unless an extension not to exceed 24 months is approved by the City of Vancouver.
- The tax liability if the investment project ceases to be eligible for deferral. I am aware that the tax deferral must be cancelled if the residential units are converted to another ineligible land use at which time all deferred sales and use taxes, interest and penalties are immediately due and payable.

- The property owner shall provide notice to the City of Vancouver and the Department of Revenue at least 60 days prior to any change in use of the property or deviation from the program affordability or agreement conditions, at which time all deferred sales and use taxes, interest and penalties are immediately due and payable.
- Thirty days after the anniversary of the date of issuance of the certificate of occupancy and each year thereafter for 10 years, the owner must file an annual compliance report.
- The transferor of an eligible project must notify the city and the Department of Revenue of such transfer. Transfer of investment project ownership does not terminate the deferral. The deferral is transferred subject to the successor meeting the eligibility requirements of this chapter.

## Certification

As property owner, I declare under penalty of perjury under the laws of the State of Washington that this application and any accompanying documents have been examined by me and that they are true, correct, and complete to the best of my knowledge.

Owner authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STATE OF** \_\_\_\_\_ )  
 ) SS  
**COUNTY OF** \_\_\_\_\_ )

I hereby certify that I know or have satisfactory evidence that \_\_\_\_\_  
 \_\_\_\_\_ (Print names)

signed this instrument, on oath stated that (she/he/they) is authorized to execute the instrument and acknowledged it to be (his/her/their) free and voluntary act of such party for uses and purposes mentioned in the instrument.

\_\_\_\_\_  
 (Signature of Notary)

\_\_\_\_\_  
 (Print Name of Notary)

My Appointment Expires:  
 \_\_\_\_\_

Notary Public State of \_\_\_\_\_