

Application Procedures

1. Prior to commencement of any new construction for which a tax rebate will be requested, the applicant-owner shall complete an application for the Infill Housing Revitalization Plan.
2. The application must be filed with the City where the construction will take place. Upon approval of the application by the City, then the application must be forwarded to the **Marshall County Clerk's Office** along with a \$25.00 application fee to be presented to the Board of County Commissioners for final approval **prior** to the commencement of construction.
3. Please take a preconstruction picture with date on the picture of the building site and submit the picture along with the application.
4. The **County Clerk's Office** will return a copy of the application to the applicant upon the approval or denial of the project by the **Board of Marshall County Commissioners**.
5. The project must be completed within one (1) year of the application date. Upon completion, the applicant must notify the **Marshall County Appraiser's Office**.
6. Upon completion of the project construction, costs of the project must be provided to the **Marshall County Appraiser's Office**.
7. The **Marshall County Appraiser's Office** will then conduct an on-site inspection of the construction project and determine the new valuation of the real estate accordingly.
8. Valuation Notices (mailed the following March) will reflect the full market value of the parcel.
9. **All** real estate and personal property tax for the applicant-owner must be paid in full and up to date for the initial year and each succeeding year by May 10th.
10. **Upon verification of payment of all real estate and personal property taxes, the County Treasurer will issue a rebate check for the portion qualifying for the Infill Housing Revitalization Plan by July 1 of the year. (If the tax statement is sent out in November of 2023 you will receive the rebate check in July of 2024)**
11. **If ALL taxes are not paid in full by May 10th of any year of the program you will no longer be eligible for the Infill Housing Revitalization Plan and no rebate check will be issued.**

REMEMBER: If the project is not completed within the year time limit, it may be subject to reduced rebates.

IT IS STRONGLY RECOMMENDED THAT LOCAL IN COUNTY CONTRACTORS AND SUPPLIERS ARE USED IN ALL INFILL HOUSING REVITALIZATION PROJECTS!!!!!!!