



## INDEPENDENCE HERITAGE COMMISSION APPLICATION FOR CERTIFICATE OF ECONOMIC HARDSHIP

Case No. \_\_\_\_\_  
(for office use only)

### INSTRUCTIONS FOR COMPLETING AND FILING THE CERTIFICATE OF ECONOMIC HARDSHIP APPLICATION

*A Certificate of Economic Hardship is approved by the Heritage Commission to authorize an exterior alteration, new construction, relocation, or demolition when a Certificate of Appropriateness (COA) was previously denied. The approval is issued on the basis that denial of the COA deprived the owner of the property a reasonable use of the property or a reasonable return on the property.*

#### **Application Process**

Applications may be submitted to the Community Development Department, Historic Preservation Division located at 111 E. Maple at any time between the hours of 8:00A.M. and 5:00P.M., Monday through Friday. The Heritage Commission will act on the application at the next available meeting. Heritage Commission Meetings are held on the first Tuesday of each month at 6:00 P.M. in the Council Chambers, first floor of City Hall, 111 E. Maple. A completed application must be submitted by the close of business on the second Tuesday of the month in order to be scheduled for the following meeting. In the event that the application is not received in time to be included on the next Commission agenda, a Special Heritage Commission Meeting will be held within 30 days of receipt of the application. Please be certain to print or type all of the required information to ensure that the application is promptly expedited.

The Historic Preservation Manager is responsible for determining whether an application is complete and will notify the applicant in writing within seven (7) days of submittal of the request indicating whether the application is complete or requires additional information. An application shall be deemed complete if the Historic Preservation Manager fails to notify the applicant in writing within the seven (7) day timeframe as indicated above. A determination that the application is complete is not a determination of economic hardship. Further, a determination that the application is complete does not preclude the Heritage Commission from requiring additional information or soliciting expert testimony during the review process if more information is needed to evaluate the application pursuant to Section 1.30.026 of the City Code, or if the applicant's plea changes.

The Commission will make a determination regarding an application within 45 days of filing with the Historic Preservation Division. The applicant will be notified in writing within seven (7) days of the Commission's decision. Approval from the Commission shall not relieve the applicant from complying with all requirements of City ordinances and regulations.

In the case of a denial of the Certificate of Economic Hardship, the applicant will be provided a written statement concerning the Commission's justification for denial. A request for re-hearing must include new evidence to be introduced and must be submitted to the Commission within 30 days of the date of notification of the Commission's original determination. Only one application for re-hearing may be requested.

It is strongly recommended that the property owner or authorized agent attend the Heritage Commission Meeting when the request is reviewed. Please contact city staff if this cannot be arranged. A pre-application conference with a member of the Historic Preservation Staff can be arranged to provide further assistance. Staff can be reached at (816) 325-7419 or via e-mail at: [wshay@indepmo.org](mailto:wshay@indepmo.org).

### **Appeals Process**

Applicants who have been denied a Certificate of Economic Hardship for the proposed project may appeal the decision to the City Council. Appeals must be filed within 15 days from the date of denial by the Heritage Commission. The City Council will act within 30 days after receiving the appeal by holding a new evidence only hearing as provided for in Section 14.01.008 of the City Code. The City Council may approve or disapprove the decision of the Heritage Commission.

**CITY OF INDEPENDENCE HISTORIC PRESERVATION  
CERTIFICATE OF ECONOMIC HARDSHIP APPLICATION**

*If approved, a project must be initiated within six (6) months and completed within 18 months of the COA approval. Please note that COA approval does not constitute Building Department approval and that a permit may be required prior to initiation of the project.*

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

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

**APPLICANT**

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

Address (city, state, & zip): \_\_\_\_\_

\_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Fax:( \_\_\_\_\_ ) \_\_\_\_\_

E-mail : \_\_\_\_\_

**OWNER (If different from applicant)**

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

Address (city, state & zip): \_\_\_\_\_

\_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Fax:( \_\_\_\_\_ ) \_\_\_\_\_

E-mail : \_\_\_\_\_

**PROPERTY INFORMATION**

Historic District/Site: \_\_\_\_\_

**DATE OF DENIAL OF THE COA**

Heritage Commission Meeting Date: \_\_\_\_\_

**PROPOSED WORK**

*Check all that apply:*

- Exterior Alteration (installation/replacement of siding, windows, roofing, fencing, lighting, construction of an addition, walkways, etc.)**
- Landscaping (installation of front yard trees)**
- Signage**
- Demolition**
- New Construction**
- Relocation**
- Special Use**

Description of Proposed Work (attach a separate sheet, if necessary): \_\_\_\_\_

---

---

---

---

---



## **DOCUMENTATION CHECKLIST IN SUPPORT OF THIS APPLICATION**

**Note: Submission of information does not preclude the Heritage Commission from requiring additional hardship documentation during the review process if deemed necessary for a thorough evaluation pursuant to Section 1.30.026 of the City Code.**

The following information (where applicable) must be provided for a Certificate of Economic Hardship Application to be determined complete:

- Estimate of the cost of the proposed construction, alteration, demolition, or relocation and an estimate of any additional cost that would be incurred to comply with the recommendations of the Heritage Commission for changes necessary for the issuance of a Certificate of Appropriateness;
- A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any buildings/structures on the property and their suitability for rehabilitation;
- Estimated market value of the property in its current condition; after completion of the proposed construction, alteration, demolition, or relocation; after any changes recommended by the Heritage Commission; and, in the case of a proposed demolition, after renovation of the existing property for continued use;
- In the case of a proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing building on the property;
- Amount paid for the property, the date of purchase, and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between the seller and buyer;
- If the property is income-producing, the annual gross income from the property for the previous two (2) years, itemized operating and maintenance expenses, and depreciation for the previous two (2) years; and annual cash flow before and after debt service, if any, during the same period;
- Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two (2) years;
- All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing, or ownership of the property;

- Any listing of the property for sale or rent, proposed price and offers received, if any, within the previous two (2) years;
- Assessed value of the property according to the two (2) most recent assessments;
- Real estate taxes for the previous two (2) years;
- Form of ownership or operation of the property, whether sole proprietorship, for-profit, or not-for-profit corporation, limited partnership, joint venture, or other;
- Information about plans prepared for the property if a building or structure is demolished, including material on the timing and financing of the new construction; and,
- Any other information considered necessary by the Heritage Commission to make a determination as to whether the property is being put to a reasonable use or whether the property does or may yield a reasonable economic return to the owner.

**SIGNATURE OF OWNER(S)/APPLICANT(S)\*\***

The undersigned owner(s) and /or applicant(s) certifies under penalties of perjury that all the statements contained in this application, including any statement attached to the application, submitted herewith are true and correct.

Owner's Signature\_\_\_\_\_

Owner's Signature\_\_\_\_\_

Applicant's Signature\_\_\_\_\_

Applicant's Signature\_\_\_\_\_

*\*\*Only original signatures will be accepted as part of a completed application.*