



**APPLICATION FOR PILOT REQUIRING LETTER OF SUPPORT FROM CITY  
& APPLICATION FOR SHELTER RENT PILOT**

All applicants must submit a signed copy of this application along with the supporting documents required in the application. **Incomplete applications cannot be processed.**

**APPLICANT:**

Individual Name of Applicant(s): \_\_\_\_\_

Name of Development Company (Project Specific): \_\_\_\_\_

Street Address of Development Company: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_-\_\_\_\_ Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROJECT:**

Address of proposed project: \_\_\_\_\_

Tax map Parcel Number: \_\_\_\_\_

Current Legal Owner of Property: \_\_\_\_\_

Existing PILOT Agreements on Property: \_\_\_\_\_

Description of Project:

- |  |                                      |   |
|--|--------------------------------------|---|
| <input type="checkbox"/> New Construction  | <input type="checkbox"/> Acquisition | <input type="checkbox"/> Renovation/Modernization |
| <input type="checkbox"/> Existing Property | <input type="checkbox"/> Expansion   | <input type="checkbox"/> Other: _____             |

Type of Project (check all that apply):

- |  |   |                                    |   |
|--|---|------------------------------------|---|
| <input type="checkbox"/> Market-Rate Housing | <input type="checkbox"/> Affordable Housing | <input type="checkbox"/> Mixed Use | <input type="checkbox"/> Business Development |
|--|---|------------------------------------|---|

How many permanent new jobs will be created? (specify the job title and if the position is full-time or part-time)

\_\_\_\_\_

How many *temporary* constructions jobs will be created? \_\_\_\_\_

**General Description of the Project & Project Benefits - (Attach additional sheets, maps, etc., as necessary):**



**PROJECT TIMELINE:**

Proposed date of acquisition: \_\_\_\_\_

Proposed commencement date of construction: \_\_\_\_\_

Anticipated project completion date: \_\_\_\_\_

**STATE ENVIRONMENTAL QUALITY REVIEW ACT COMPLIANCE:**

The City of Rochester, in granting assistance to the Applicant, is required to comply with the New York State Environmental Quality Review Act (SEQR). This is applicable to projects that require the City to issue a discretionary permit, license or other type of approval for a project.

Does the proposed project require discretionary permit, license or other type of approval by the City?

Yes – include a copy of any applicable SEQR documents related to this project, including Environmental Assessment Form, Final Determination, Negative Declaration, etc.

No

**APPLICANT PROJECT COSTS:**

**Uses of Funds**

Land/Property Acquisition	\$
Soft Costs-Construction (Including All Fees)	\$
Hard Costs-Construction	\$
Other _____	\$
<b>Total Project Costs</b>	<b>\$</b>

**Sources of Funds (how project will be financed)**

Construction/Permanent Mortgage	\$
Developer Equity (Describe: _____)	\$
Other _____	\$
<b>Total Sources of Funds</b>	<b>\$</b>

Has the applicant made any arrangements for the financing of the project?

Yes

No

If so, please specify bank, underwriter, etc.

**APPLICANT PROJECT PROFORMA:**

Attach an estimate of all income and all expenses associated with this project (project proforma). Values should be projected for the period of the requested abatement and include current property tax, NOI, and debt service.

**Application and all documentation should be submitted via email or flash/thumb drive.**

**REQUESTED SPECIAL PILOT SCHEDULE\*:**

Ten (10) Year Special PILOT  
Year-Abatement: Y1-90%; Y2-80%; Y3-70%; Y4-60%; Y5-50%; Y6-40%;  
Y7-30%; Y8-20%; Y9-10%; Y10-0%

Shelter Rent PILOT (affordable housing projects only)

\* Abatement does not apply to land, existing assessment or special district charges

**CERTIFICATION:**

The undersigned hereby certifies, on behalf of the “Applicant”, as follows:

A. The information contained in this Application is true and correct. The Applicant is aware that any material misrepresentation made in this Application constitutes an act of fraud, resulting in revocation of PILOT benefits.

B. The undersigned, on behalf of the Applicant, hereby certifies that the Applicant and all parties that own a minimum of 20% of the Applicant are current and will remain current on all real property taxes throughout the term of any agreements made in connection with this Application.

C. The approval of a PILOT schedule will oblige Applicant to fulfill the following community benefit goals, and sign a binding agreement to this effect:

1. All PILOTS:

- Minority and Women-Owned Business Enterprise (MWBE) goal of 30%. MWBE goal shall be 30% of the tax savings (*City assistance*) as calculated by the City Assessor;
- Workforce goals of 20% minority workers, 6.9% female workers, and 25% city of Rochester residents;

2. Special PILOT:

- Twenty percent (20%) of any proposed residential units will be affordable to households earning no more than 60% of the area median income (AMI).
- Affordability period will be fifteen (15) years and annual compliance monitoring will be required.

3. Shelter Rent PILOT:

- The affordability period will be the greater of 15 years or the length of the regulatory agreement associated with other funding sources, such as New York State’s 30- or 40-year periods.
- Applicants must respond to the City’s annual Housing Development RFP and have a letter of support prior to submitting this application.

D. The following items are included or attached to this application (please check each included item):

- Project description, including square footage and number of each type of use, rental rates, lease types
- Project funding sources and uses
- Project proforma, projected out 13 years for a Special PILOT or for as long as the requested PILOT term for a Shelter Rent PILOT, and including:
  - Debt service and assumptions are included
- Existing PILOT agreements on the property

E. I have reviewed the application submission deadlines; I understand that the City’s PILOT Review Committee generally meets on the 2<sup>nd</sup> Thursday of each month; and, I am submitting this request to the City no later than the 2<sup>nd</sup> Thursday of the month preceding the month in which I intend to request action. I accept that submissions will be considered strictly according to the published schedule of submission deadlines and meeting dates.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Your Name and Title - Please Print)