**TAX ABATEMENT CHECKLIST**

**What do I need for tax abatement?**

1. Obtain a **building permit** from your local municipality and bring a copy of the permit with you when applying. If your township does not issue permits, you will need to bring a letter signed by at least two municipal officials.
2. Copy of your **Deed** showing ownership of the land. The person who signs the application must be one of the names on the deed.
3. **Photograph** of where construction will take place *prior* to construction. **DO NOT BEGIN CONSTRUCTION UNTIL YOU HAVE RECEIVED CONDITIONAL APPROVAL!**
4. **Floor plans or hand-drawn sketch** noting the size and measurement of the new construction or building.
5. **Driver’s License or State Photo ID** to Verify Signature needed for notarizing documents.

If you begin construction it will jeopardize your ability to receive approval!!

**Where do I apply?**

**PLEASE CALL TO SCHEDULE AN APPOINTMENT**

Greene County Department of Planning & Community Development

93 East High Street, Waynesburg, PA 15370

Phone: **724-852-5300**

**Kyle Lamb**- Planning Associate

**Jeremy Kelly** – Planning Director

Hours: 8:30 AM – 4:30 PM

**What else do I need to know?**

* Taxes will continue to be paid on the land
* 5 Years Modified 100%,80%,60%,40%,20% off taxes
* YOU MUST APPLY PRIOR TO CONSTRUCTION!! If you construct prior to completing an application, you are not eligible for tax abatement.
* Renovations within your home may be eligible – contact us for more information.