



Please send complete applications and attachments to:  
Dept. of Housing & Neighborhood Development  
City of Knoxville  
400 Main Street, Suite 532 Knoxville,  
TN 37902

**Department of Housing & Neighborhood Development**

**Application for Payment in Lieu of Taxes for Affordable Housing**

Version 03/2022

*\* Please note where supplementary material is required.*

**DATE:** \_\_\_\_\_

This PILOT application is applicable to projects applying for and/or awarded Low Income Housing Tax Credits through Tennessee Housing Development Agency.

**APPLICANT:**

Company Name \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**COMPANY REPRESENTATIVE TO BE CONTACTED:**

Name \_\_\_\_\_

Title \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Description of Principle Business \_\_\_\_\_

**NAME AND ADDRESS OF ANY OF THE FOLLOWING INVOLVED IN THE PROJECT:**

*Applicant's Legal Counsel:*

Name \_\_\_\_\_ Title \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**Department of Housing & Neighborhood Development**

*Application for Payment in Lieu of Taxes for Affordable Housing –  
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*Project Engineer:*

Name \_\_\_\_\_ Title \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

*Project Architect:*

Name \_\_\_\_\_ Title \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

*General Contractor:*

Name \_\_\_\_\_ Title \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**PROJECT LOCATION/OWNERSHIP:**

Street Address \_\_\_\_\_

\* GIS Map. Please attach with general location of site indicated. Done  Yes  No

\* Attach a copy of deed (or surveyor's description) detailing legal description. Done  Yes  No

Who owns the property at this time? \_\_\_\_\_

What is the property's use at this time? \_\_\_\_\_

Is the property located in a current or proposed City of Knoxville Redevelopment Area?  Yes  No

**PROJECT DESCRIPTION:**

Give a brief description of the intended use for this property after the project is completed

*\* Description and drawings of existing and proposed improvements attached* Done  Yes  No

Describe parking needs associated with the project and how needs will be met

Describe location and system for garbage and recycling collection

**TAX INFORMATION:**

Obtain latest property tax statement from Knox County Assessor's Office (include both real and any existing tangible personal property). All outstanding City and County taxes must be paid in full prior to development assistance requests being approved.

Tax parcel ID number(s) \_\_\_\_\_

Current assessment(s) \_\_\_\_\_

Current tax bill            City \_\_\_\_\_ County \_\_\_\_\_

Is project located in Central Business Improvement District (sales tax recapture area)?    Yes    No

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Continued***

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**CAPITAL INVESTMENT:**

\* *Attach a copy of the complete pro-forma for this project.*

Done  Yes  No

Total project cost \_\_\_\_\_

Summarize project costs - land cost, construction estimates, professional services, other soft costs, etc:

Financing plan description including a statement of sources and uses of funds:

Any other information as requested for this project by the City of Knoxville:

**CONSTRUCTION TIMELINE ESTIMATE:**

Start Date:           Month \_\_\_\_\_ Year \_\_\_\_\_

Completion Date:    Month \_\_\_\_\_ Year \_\_\_\_\_

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**PUBLIC BENEFITS:**

Number of affordable units created: New Construction \_\_\_\_\_ Rehabilitated \_\_\_\_\_

Term of affordability \_\_\_\_\_

Targeted incomes of tenants \_\_\_\_\_

Describe how this project will create potential for other development or serve to meet a community need:

Describe project's design compatibility with immediate area/neighborhood:

Will the project be constructed to LEED™ or ENERGY STAR® certification standards?  Yes  No

Describe environmental or energy-efficiency features of the project:

Describe any public benefits not outlined above:

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*Application for Payment in Lieu of Taxes for Affordable Housing –  
Continued*

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**ASSISTANCE REQUESTED:**

Describe specific actions or financial assistance requested from the City:

Will additional financial assistance be requested from the City?(i.e. ARDF, Rental Rehab)      Yes      No

If yes, describe:

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Questions? Contact Becky Wade, Director, Housing & Neighborhood Development  
Email: [bwade@knoxvilletn.gov](mailto:bwade@knoxvilletn.gov)  
Phone: 865-215-2865