

CRA - (Community Reinvestment Areas) TIMELINE ESTIMATE

Timeline may vary upon complexity of agreement and Lima Council approval. NO WORK MAY BEGIN prior to granting of CRA abatement.

1. Application (original) - date stamp upon receipt
2. Letter to school district - send summary cover letter and copy of application
- starts time line **1-7 days**
3. Consult with school, applicant, and Mayor to determine abatement term
recommendation **1-7 days**
4. Confirm notification compliance, need for ITA or donation agreement **1 day**
5. Draft/request legal agreement(s) - abatement (donation and ITA if
appropriate) **1-7 days**
6. After Law Director approval, share draft agreements with school and
applicant for comment **1-5 days**
7. Send draft recommendation letter with copy of application to Councilors 1
week prior to scheduled agenda deadline **8-14 days**
8. Draft/request legislation **concurrent with #7**
9. Submit recommendation letter and one copy of application for Council
agenda **1-7 days**
10. Obtain certified copies of ordinances (agreement, ITA, donation) **2 days**
after Council approval- note: Council may request additional
meetings to review which can extent 1-30 days
11. Secure signatures of all parties and applicant check for \$750 to ODOD **1-5**
days
12. Send application, notification letters, certified copies of all ordinances,
signed abatement agreement and applicant check to ODOD with itemized
cover letter within 15 days. **1-15 days**
(Keep a complete copy of all submission elements in file)
13. Send copy of signed abatement agreement to County Auditor for TIRC
annual reviews **1-5 days**

**TIME FROM APPLICATION TO APPROVAL MAY BE UP TO 90 DAYS
PLEASE PLAN AHEAD- NO SITE WORK MAY BE DONE
PRIOR TO COMPLETION OF THE ABATEMENT APPROVAL
PROCESS**