



## CRA - (Community Reinvestment Areas) TIMELINE ESTIMATE

**NO WORK MAY BEGIN prior to granting of a commercial CRA abatement.**

The City of Lima is required to take the following actions:

1. Application (original) - date stamp upon receipt
2. Letter to school district - send summary cover letter and copy of application - starts time line. **Must give 14 business-day notice to school board for abatements requesting 50% or less prior to Council approval. Must give 45 business-day notice for over 50% abatement.**
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. **If over 50% abatement, school board must pass resolution of support. 1-30 days after mandatory 45 business day advance notice.**
8. Send draft recommendation letter with copy of application to Councilors 1 week prior to scheduled agenda deadline **8-14 days**
9. Draft/request legislation **concurrent with #7**
10. Submit recommendation letter and one copy of application for Council agenda **1-7 days**
11. 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 day**
12. Secure signatures of all parties and applicant check for \$750 to ODOD **1-5 days**
13. Send application, notification letters, certified copies of all ordinances, signed abatement agreement and applicant check to ODOD (payable to Ohio Treasurer Richard Cordray) with itemized cover letter within 15 days. **1-15 days** (*Keep a complete copy of all submission elements in file*)
14. 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 BEGIN  
PRIOR TO COMPLETION OF THE ABATEMENT APPROVAL PROCESS**