

**PURSUANT TO OHIO REVISED CODE SECTIONS 3735.65 ET SEQ., APPLICANTS SHALL PROVIDE THE FOLLOWING INFORMATION: (Completion of ALL questions is required)**

1. Name of proposed Community Reinvestment Area (CRA):
2. Applicant:
a. Name <sup>2</sup> :
b. Address:
c. County (if municipal applicant):
d. Chief Executive of Applicant:
3. Designated Housing Officer <sup>3</sup> :
a. Name/Title:
b. Organization:
c. Address:
d. Email <sup>4</sup> :
e. Telephone Number:
f. Fax Number:
4. Total population of the municipality or township applicant:
5. Total population for the proposed CRA:
6. Total number of residences in the proposed CRA:

7. If the applicant has any other active CRAs, attach a listing of each CRA including the name, date of creation, and date of any and all amendments. Additionally, attach a map of the applicant’s jurisdiction showing all active CRAs. If the proposed CRA will combine multiple pre-existing CRAs, will excise territory out of an existing CRA, or will otherwise cause an existing CRA to cease to exist, provide the name, date of creation, and date of any and all amendments of such CRA(s).  
**Label this as “Attachment A.”**
8. Attach a copy of the housing survey<sup>5</sup> documenting the finding that the area designated as the CRA “...is one in which housing facilities or structures of historical significance are located and new housing construction and repair of existing facilities or structures are discouraged.” The survey must provide both a statement of general conditions of the area as well as specific locations and conditions fulfilling the standard set forth within ORC § 3735.65(B). Housing surveys often include supplemental information such as pictures or local building department records that support the findings.  
**Label this as “Attachment B.”**
9. Attach a certified copy of the local legislative authorization, which may be either an ordinance or resolution that authorizes the creation of this CRA<sup>6</sup>. The proper authority **must** certify each ordinance/resolution. **Label this as “Attachment C.”**
10. Attach evidence that the local legislation was published in a newspaper of general circulation once a week for two consecutive weeks immediately following its adoption per ORC Section 3735.66. **Label this as “Attachment D.”**

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1. This form should be used for both the creation of new CRAs as well as the amendment of pre-existing CRAs.  
2. Only municipal corporations or counties, acting on behalf of townships, may enact Community Reinvestment Areas. See ORC § 3735.66.  
3. The CRA Housing Officer is responsible for the local administration of the program. The CRA Housing Officer typically is, but is not required to be, an employee of the enacting political subdivision.  
4. The Ohio Development Services Agency uses email to distribute important annual report information and bulletins.  
5. A Housing Survey is required pursuant to ORC § 3735.66. A sample housing survey can be found on the Ohio Development Services Agency’s CRA page at: [http://development.ohio.gov/files/bs/SHS\\_youngstown.pdf](http://development.ohio.gov/files/bs/SHS_youngstown.pdf)  
6. This resolution or ordinance should be from the applicant. Boards of Township Trustees frequently do pass resolutions of support when its county enacts a CRA on their behalf, but such resolution or ordinances of support are not required.

11. Attach a map(s) of the proposed CRA which clearly outlines:
  - a. The boundary of the local legislative authority? **Label this as "Attachment E-1";**
  - b. The boundary of the proposed CRA **Label this as "Attachment E-2";**
  - c. The current zoning map<sup>8</sup> **Label this as "Attachment E-3";**
  - d. Existing major industries (only required if the CRA is permitted to consider industrial/commercial projects) **Label this as "Attachment E-4";**
  - e. Vacant land available for development **Label this as "Attachment E-5";** and
  - f. The boundary of all school districts affected by the CRA **Label this as "Attachment E-6."**
12. Attach a written description of the proposed CRA boundary (not a legal description). Examples should include street boundaries or parcel numbers. The description must conform to the information on the map of the proposed CRA depicting the boundary. **Label this as "Attachment F"**
13. School District/Board of Education Participation:
  - a. Identify each Board of Education with jurisdiction within the area designated as the proposed CRA. **Label this as "Attachment G."**
  - b. Attach evidence that each Board of Education listed in Attachment G has been informed of the CRA program requirements as well as their rights to: 1) notice of exemptions; 2) review/approval authority for commercial/industrial agreements; 3) meeting requests; and 4) income tax sharing. (The Ohio Development Services Agency suggests a certified letter to the President of the Board of Education.) **Label this as "Attachment H-1."**
  - c. Proposed CRAs within municipalities that levy a municipal income tax should consider developing a procedure in conjunction with the Board of Education(s) to allow for income tax sharing on projects. Attach a copy of the procedure, if one exists. This requirement applies only to city, local, or exempted village school districts and not to joint vocational school districts<sup>9</sup>. **Label this as "Attachment H-2."**
  - d. Outline involvement of Board of Education in the CRA program and any negotiated revenue sharing agreements with the applicant. (Optional – Board of Education Resolution) – **Label this as "Attachment H-3."**
14. Attach a list of contact people including the name, title, address, and phone numbers for the following<sup>10</sup>:
  - a. The county auditor;
  - b. The township clerk and trustees for each participating township;
  - c. All county commissioners (for county-designated areas);
  - d. The city/village, mayor/CEO, or administrator for each participating municipality;
  - e. The superintendent, or other authorized official, of each school district listed in requirement 13a of this petition;
  - f. The state representative(s) for the territory covered by the proposed CRA; and
  - g. The state senator(s) for the territory covered by the proposed CRA. **Label this as "Attachment I."**

This petition is authorized to be submitted to the Ohio Development Services Agency. All information contained herein is accurate to the best of my knowledge.

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Signature Municipal/CEO President  
of the Board of County Commissioners

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Date:

Ohio Development Services Agency  
(800) 848-1300  
[www.development.ohio.gov](http://www.development.ohio.gov)

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7. If a county is the applicant, this map should only be of the affected township.  
 8. Participating jurisdictions are required to supply an updated zoning map when zoning changes occur on parcels within the CRA. See ORC §3735.66 (5th ¶).  
 9. For more information about Joint Vocational School District rights, please see Ohio Attorney General's Opinion 2000-030. This is available at: <http://www.ohioattorneygeneral.gov/getattachment/06fab61d-49dd-4a65-b5d1-1a1c9459a3a9/2000-030.aspx>  
 10. If the Ohio Development Services Agency confirms the findings for the proposed CRA, the original confirmation of findings will be sent to the CRA Housing Officer. Each of the people listed in Attachment I (if applicable) will receive notification as well.