City of Ontario, Oregon
Housing Incentive Program Checklist

Applicant: ________________________________ Date: __________

Site Address or Tax Lot: ___________________________________________________________

Application Number: __________ (City Use Only)

Application Information: (Applicant or Staff)

☐ Completed Application Signed & Dated: _______________________________________
☐ Documentation showing funding: ____________________________________________
☐ Within City Limits
☐ In Urban Growth Boundary Annexation Application filed: ______________________
☐ Floor Plan or description describing minimum square footage:
  1. House Square footage: ________________________
  2. Number of Baths: ________________
  3. Size of Garage: __________________________

☐ Description of Property of Home:
  1. Tax Lot map & Number: _________________________________________________
  2. Copy of Deed: __________________________________________________________
  3. Or written description: _________________________________________________

☐ Completed W-9 Taxpayer Form.

Process Completed: (Staff Use Only below)

☐ PDAC (if Required) date Completed: _________________________________________
☐ Community Development Director approval date: _______________________________
☐ Forwarded to Business Loan Fund Committee: _________________________________
☐ BLF Committee forwards recommendation to City Manager: ____________________
☐ City Council Approval or Denial: _____________________________________________
☐ City Manager signs application signifying Council Approval: ___________________
☐ Application submitted to Finance for tracking: _________________________________
☐ Certificate of Occupancy issued (within 2 yrs. of Council approval): ___________
☐ Proof of Owner Occupancy (must be within 1 yr. of C of O): ___________________
☐ Payment made to Owner: ___________________________________________________