



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: _____