

## **LERTA Procedures for Washington Township, Franklin County, PA**

**STEP ONE:** Applicant shall submit their request, on the LERTA form provided by the Township. The completed form should be delivered or mailed to the Washington Township Supervisors, 13013 Welty Road, Waynesboro, PA 17268.

**STEP TWO:** The Township will confirm the application is within a LERTA District.

**STEP THREE:** The exemption request shall be forwarded to the Franklin County Assessment Office after all municipal governments involved have signed off on the application. Upon notice from the applicant and after completion of the construction, the assessor shall separately assess the new construction or improvement and calculate the amount eligible for exemption. The assessor shall notify each taxing authority and the tax payer of the amount eligible for exemption.

- ALL EXEMPTION REQUESTS SHALL BE MADE BY **APRIL 1, 2023** (10 years from the date Resolution #557 was adopted). The Board of Supervisors may by Resolution extend the time for filing an appeal, but no extension period may exceed 3 years.
- THE EXEMPTION FROM REAL ESTATE TAXES SHALL DISCONTINUE IF THE TAXPAYER FAILS TO PAY ANY NONEXEMPT REAL ESTATE TAX TO ANY LOCAL TAXING AUTHORITY BY THE LAST DAY OF THE TIME PERIOD TO PAY SUCH TAXES IN THE PENALTY PERIOD UNLESS THE TAXPAYER HAS LAWFULLY FILED AN APPEAL THEREOF.

**LERTA APPLICATION**  
**for Washington Township, Franklin County, PA**

**Application for Exemption from Washington Township, Franklin County Properties Real Estate Taxes on Improvements to property in the LERTA zone.** This completed application shall be submitted to:

**Washington Township Supervisors**  
13013 Welty Road  
Waynesboro, PA 17268  
(717) 762-3128

Please complete the following information for the real estate you are requesting to receive LERTA tax consideration.

<b>1. Property Address:</b>	
-----------------------------	--

<b>2. Tax Parcel Number:</b>	
------------------------------	--

<b>3. Name of the Property Owner:</b> <small>(include all owners)</small>	<b>Contact information:</b> <small>(include phone numbers and e-mail addresses)</small>

<b>4. Mailing Address:</b>	

<b>5. Property Assessment Prior to Work Starting:</b>	\$
-------------------------------------------------------	----

<b>6. Start Date of Improvements:</b>	
---------------------------------------	--

<b>7. Estimated Cost of Improvements:</b>	\$
-------------------------------------------	----

8. **Attach a copy of the Township's Land Use Permit.**

9. I/We apply for exemption from any additional assessment (assessed value) for Real Estate Taxes that may result from the attached description of improvements.

I/We understand that such exemption will be valid only upon completion of all listed improvements and completion of all required applications and approvals for a period not to exceed ten (10) years.

I/We are the property owner(s) and we certify that:

- All listed improvements must be completed and a reassessment must take place before exemptions will be granted.
- All necessary required permits and certificates have been obtained from the local municipality.
- All taxes and charges against the property are current.
- Interim bills are NOT a part of this program.
- First cycle of billing for LERTA will commence with the next full tax year. (Municipal/County - January; School - July)
- ALL EXEMPTION REQUESTS SHALL BE MADE BY **APRIL 1, 2023** (10 years from the date Resolution #557 was adopted). The Board of Supervisors may by Resolution extend the time for filing an appeal, but no extension period may exceed 3 years.
- THE EXEMPTION FROM REAL ESTATE TAXES SHALL DISCONTINUE IF THE TAXPAYER FAILS TO PAY ANY NONEXEMPT REAL ESTATE TAX TO ANY LOCAL TAXING AUTHORITY BY THE LAST DAY OF THE TIME PERIOD TO PAY SUCH TAXES IN THE PENALTY PERIOD UNLESS THE TAXPAYER HAS LAWFULLY FILED AN APPEAL THEREOF.

\_\_\_\_\_  
DATE of all Signatures

\_\_\_\_\_  
Owner Printed

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Joint Owner Printed

\_\_\_\_\_  
Joint Owner Signature

<b>FOR OFFICIAL USE</b>	
Approved by Washington Township _____	Date
Approved by Waynesboro Area School District _____	Date

**LERTA APPLICATION**  
for Washington Township, Franklin County, PA

**\*\*\*FOR ASSESSMENT DEPARTMENT ONLY\*\*\*  
NOT FOR USE BY APPLICANT.**

<b>1. Date Application received:</b>	
<b>2. Land Use Permit Number:</b>	
<b>Land Use Permit Approval Date:</b>	
<b>3. Final Certificate of Use and Occupancy Issued By:</b>	
<b>Date of Issuance:</b>	
<b>4. This application for exemption was approved on:</b>	
<b>Approved By: Print:</b>	
<b>Signature:</b>	

**5. Property assessment of improvements after completion of work shall be as follows:**

<b>Taxing Body</b>	<b>Current Assessment</b>	<b>New Assessment</b>	<b>Taxing Body</b>	<b>Current Assessment</b>	<b>New Assessment</b>
Washington Township			Waynesboro Area School District		
Year 1 - 100%			Year 1 - 100%		
Year 2 - 90%			Year 2 - 90%		
Year 3 - 80%			Year 3 - 80%		
Year 4 - 70%			Year 4 - 70%		
Year 5 - 60%			Year 5 - 60%		
Year 6 - 50%			Year 6 - 50%		
Year 7 - 40%			Year 7 - 40%		
Year 8 - 30%			Year 8 - 30%		
Year 9 - 20%			Year 9 - 20%		
Year 10 - 10%			Year 10 - 10%		