

Abatement Request Procedure

Office of the Hancock County Auditor

- 1.) See I.C. 6-1.1-12.1-2.5 for general overview and state requirements.
- 2.) An Abatement Application and fee of \$500 is required to start the abatement request process. Contact Randy Sorrell for an Abatement Application. Phone #317-477-7241 Email rsorrell@hancockedc.com.
- 3.) Once an Abatement Application is filled out, return to the Hancock County Auditor's Office with the \$500.00 check made payable to: Hancock County Treasurer Attn: Hancock County Auditor's Office, Tax Settlement Administrator, Nicole Byerley
- 4.) Email the Declaratory Resolution, Abatement Application, and SB-1 with the Abatement Schedule, (submitting entity is responsible for preparing all documents), to Tax Settlement Administrator Nicole Byerley nicole.byerley@hancockin.gov , Financial Administrator Mary Bowmer mary.bowmer@hancockin.gov and Auditor Debra A. Carnes debra.carnes@hancockin.gov
- 5.) Contact Mary Bowmer mary.bowmer@hancockin.gov to schedule an agenda time for an initial review of the project with council.
- 6.) Once introduction of project has been complete with Board of Commissioners and County Council, schedule an agenda time with Financial Administrator Mary Bowmer mary.bowmer@hancockin.gov for initial hearing for the Declaratory Resolution, Abatement Application, & SB-1.
- 7.) The council must be presented with the Abatement Application, 2 copies of Declaratory Resolution, and 2 copies of the SB-1 with Abatement Schedule.
- 8.) These 2 copies of Declaratory Resolution and SB-1 should be handed to the Hancock County Council President to be signed, if approved.
- 9.) 1 copy is yours to keep, the other is for the Auditor's office records.
- 10.) If the Declaratory Resolution is approved by council, then an Economic Development Agreement (EDA) must be reviewed and approved by the Hancock County Commissioners.
- 11.) Contact Sara Hilderbrand sara.hilderbrand@hancockin.gov and Cindy Carver cindy.carver@hancockin.gov to schedule a time for the commissioners for the EDA process.

- 12.) Once an EDA is approved a public hearing must be scheduled and advertised accordingly. Developer must submit own publication to local paper.
- 13.) Proof of publication must be emailed to the Auditor's office, attention Nicole Byerley nicole.byerley@hancockin.gov, Mary Bowmer mary.bowmer@hancockin.gov, & debra.carnes@hancockin.gov.
- 14.) At (Public Hearing), Confirming Resolution meeting, please bring 2 copies of Confirming Resolution for the council to sign once approved. 1 copy is for you to keep and 1 copy for the Auditor's Office.
- 15.) It is the responsibility of the company to timely file a yearly CF-1 until the completion of the abatement. If the CF-1 is not filed timely, then the abatement deduction could be deemed non-compliant, and risk being revoked. To regain compliancy and re-establish the abatement deduction, a non-compliance hearing must be set with the Hancock County Council.