

# City of Leesburg

## APPLICATION FOR EXEMPTION FOR RELIGIOUS PURPOSES FISCAL YEAR 2024-25 FIRE PROTECTION SERVICES SPECIAL ASSESSMENT (Application Deadline – May 1, 2024)

PLEASE READ THE ENTIRE APPLICATION FORM CAREFULLY BEFORE SIGNING APPLICATION)

\*\*\*\*\* THIS FORM ONLY NEEDS TO BE FILLED OUT ONCE, EXEMPTION WILL CONTINUE UNLESS THERE IS A CHANGE IN THE USE OF THE PROPERTY \*\*\*\*\*

### AUTHORITY

In accordance with Resolution No. 9580, Section 14 (d), the City of Leesburg has created an Exemption for property used for religious purposes. Only those portions of a tax parcel used predominantly for religious purposes shall be exempt.

Property used for profitmaking purposes shall not be exempt from Fire Protection assessments, even if owned by a religious organization. Use of property for functions not requiring a business or occupational license, conducted by the property owner at its primary location, the revenue of which is used wholly for exempt religious purposes, shall not be considered profit making activity.

### REQUIRED INFORMATION

In order to apply for the Exemption for Religious Purposes under the Fiscal Year 2024-25 Fire Protection Services Special Assessment Program, the applicant shall file with the City, this application, under oath, which provides the following required information necessary to demonstrate entitlement. (PLEASE PRINT CLEARLY):

To qualify for the Exemption for Religious Purposes:

- (1) The applicant must be the owner of the property and the property must be used for religious purposes as defined by Section 196.196 of Florida Statutes.
- (2) Only those portions of a tax parcel used predominantly for religious purposes shall be exempt. Property used for profitmaking purposes shall not be exempt from Fire Protection assessments, even if owned by a religious organization. Use of property for functions not requiring a business or occupational license, conducted by the property owner at its primary location, the revenue of which is used wholly for exempt religious purposes, shall not be considered profit making activity.
- (3) Prior to May 1, 2024, the applicant shall file with the City Manager an application under oath demonstrating entitlement to exemption.

1. Name and address of all Owners of the Property:

Owner Name: \_\_\_\_\_ Owner Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_

2. Property Physical Address and Tax Parcel ID Number of the Property:

Telephone Number: \_\_\_\_\_

Property Physical Address: \_\_\_\_\_

Tax Parcel ID #: \_\_\_\_\_

3.

Building 1: Description and exempt square footage: \_\_\_\_\_

\_\_\_\_\_

Building 2: Description and exempt square footage: \_\_\_\_\_

**Add additional pages for buildings on the same parcel.**

4. Proof of the property status as a tax exempt religious organization must be provided. Applications submitted without proper documentation may be denied.
5. By signing below, owners indicate that they are entitled to the Exemption for Religious Purposes and that they have the present intent to maintain such property as such for the remainder of the Fiscal Year.
6. The applicant shall furnish such other information relating to the application as may be reasonably requested.
7. Religious organizations coming into being after October 1, 2015, or which acquire property after that date for which they wish to seek the exemption, shall file the application prior to May 1 of the year in which they wish to seek the exemption. Once a religious organization has obtained an exemption under this subsection, the City shall mail to the organization each year a notice informing the organization it must report any change in the status of the exempt property since the prior year, and that unless a change in status is reported, the exemption will continue in force for the coming year.

**APPROVAL PROCEDURE**

Eligibility for the Exemption for Religious Purposes will be submitted to the City Manager and a determination will be based upon the attached information. The City Manager may adjust any Fire Protection Assessment imposed for the Fiscal Year beginning October 1, 2024 upon a parcel of residential property whose Owner timely and satisfactorily demonstrates by affidavit that the criteria is met and reducing the assessment.

The City Manager shall, within fifteen (15) days after the filing of such application, review the application and such other supporting data that may be filed therewith and make such further investigation as may be reasonably required in order to determine if the applicant is qualified for hardship assistance pursuant to Section 14(d) of Resolution No. 9580. If deemed qualified for the hardship assistance outlined in Section 14, the City shall pay the Fire Protection Assessment imposed on the qualified homesteaded property.

**AFFIDAVIT**

I hereby swear or affirm that the information I have provided in this application, and in any accompanying paperwork, is true and correct.

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

\_\_\_\_\_  
Date

State of Florida  
County of Lake County

Before me, the undersigned officer, personally appeared, \_\_\_\_\_, who being duly sworn, deposes and says that the foregoing is true and correct. \_\_\_\_\_ is known to me personally or produced \_\_\_\_\_ as identification.

Notary Public: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

SUBMIT COMPLETED APPLICATION and SUPPORTING DOCUMENTS TO:

**City of Leesburg**  
**Attn: Leesburg Fire Protection Assessment**  
**501 West Meadows Street**  
**Leesburg, Florida 34748**  
**(352) 728-9700**