



# "E-APPLICATION" FOR 501(c)(3) EXEMPTION

FORM 4 – Page 1 of 2

- This form is interactive and may be completed by using the tab key to access each field.
- If submitting by e-mail, please include all supporting documentation in the e-mail with the application.

Please complete this application in its entirety and include all required documentation with your submittal. Incomplete applications may be returned. Please see page 2 (back) for information about the exemption program.

Note: This program DOES NOT apply to the City of Jacksonville residential solid waste fee.

## SECTION 1: APPLICANT INFORMATION

[Office Use Only] Application Number

APPLICANT NAME [PLEASE PRINT] \_\_\_\_\_

ORGANIZATION [IF APPLICABLE] \_\_\_\_\_

APPLICANT MAILING ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_ FAX: \_\_\_\_\_

\_\_\_\_\_ E-MAIL: \_\_\_\_\_

## SECTION 2: PREPARER INFORMATION (if different from applicant)

Preparer Name: \_\_\_\_\_ Org: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## SECTION 3: PROPERTY DETAILS (one application per parcel)

REAL ESTATE NUMBER (xxxxxxx - xxxx) \_\_\_\_\_ If applying for more than one property, please list one RE here for reference.

PROPERTY STREET ADDRESS \_\_\_\_\_  
(i.e., 1234 N. Main St.; no city or zip required)

TOTAL NUMBER OF REs OWNED BY PERSON/ORG NAMED IN SECTION 1 THAT SHOULD RECEIVE EXEMPTION: \_\_\_\_\_

ADDITIONAL REs (attach more sheets if necessary): \_\_\_\_\_

## SECTION 4: 501(c)(3) STATUS (Check box that best describes the nature of the owner)

OWNER IS RECOGNIZED BY THE IRS AS A FEDERALLY TAX-EXEMPT CHARITABLE ORGANIZATION THAT IS REQUIRED TO MAINTAIN DOCUMENTATION CONFIRMING THIS STATUS. (Documentation required.  Submit as attachment(s) if applying by e-mail  State exemption does not qualify.)

OWNER IS A RELIGIOUS ORGANIZATION – NOT A CHURCH – RECOGNIZED BY THE IRS AS FEDERALLY TAX EXEMPT.  
 OWNER HAS IRS DOCUMENTATION THAT RECOGNIZES 501(c)(3) STATUS (Provide documentation.  Submit as attachment(s) if applying by e-mail  )  OWNER IS NOT REQUIRED BY IRS TO MAINTAIN DOCUMENTATION

OWNER IS A CHURCH OR A CONVENTION, ASSOCIATION OR INTEGRATED AUXILIARY OF A CHURCH. AS SUCH, IN ACCORDANCE WITH IRS GUIDELINES, OWNER IS AUTOMATICALLY TAX-EXEMPT AND NOT REQUIRED TO APPLY FOR AND MAINTAIN RECOGNITION OF 501(c)(3) STATUS.

## SECTION 5: ATTEST AND SIGNATURE\*

By signing below, I attest that the information I am providing is true and complete to the best of my knowledge and belief, and that I have fully read and understand the guidelines, terms and conditions listed on both pages of this application.

**\*REQUIRED BEFORE SUBMITTING**  Check to Attest

OFFICE USE ONLY	Date Received	RETURN COMPLETED APPLICATION AND ALL SUPPORTING DOCUMENTATION TO: Stormwater Utility 501(c)(3) Exemptions 214 N. Hogan Street, 10 <sup>th</sup> Floor Jacksonville, FL 32202
APPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
COMMENTS:		

The Charitable and Faith-Based Exemption Program provides a stormwater fee exemption for those organizations that are recognized by the Internal Revenue Service (IRS) as federally tax exempt per the terms of Section 501(c)(3) of the federal tax code. The exemption will remain on a property without further application until such time as the owner is no longer a 501(c)(3) organization.

**Applications may be submitted to:**

Jacksonville Stormwater Utility  
Attention: 501(c)(3) Exemptions  
214 N. Hogan Street, 10<sup>th</sup> Fl.  
Jacksonville, FL 32202

E-mail to [stormwater@coj.net](mailto:stormwater@coj.net)  
(Be sure to include all supporting documentation  
with your e-mail)

The Chief Engineer or his designee(s) will review applications and render a decision within 8-12 weeks of receipt. Successful applicants may receive either a new bill that reflects the adjusted rate, or a refund for the difference between the paid and adjusted amounts. Applicants may not be directly notified when all charges are removed from a property.

Property owners whose accounts are unpaid and whose applications are denied will receive a bill that reflects the original rate. The new bill must be paid by the due date to avoid late payment penalties. Property owners may appeal denied applications - visit [www.coj.net/cityfees](http://www.coj.net/cityfees) or call 630-CITY for more information about the process or to obtain an appeals form.

**Terms and Conditions:**

- The applicant must be listed as an owner of the property for which an exemption is sought, or otherwise be an appointed representative who is legally authorized to act on behalf of the owner. The applicant must be the signatory of the application.
- Applications submitted with insufficient supporting documentation will be considered based on the best information available to the city. It is solely the applicant's responsibility to ensure that appropriate and sufficient documentation is provided to support the exemption request.
- The Jacksonville Stormwater Utility reserves the right to request additional documentation if the information provided with the application is deemed insufficient to render a decision.
- Tax exempt status with the State of Florida does not qualify for this exemption program.
- This program does not apply to the City of Jacksonville solid waste fee. Owners of residential property that qualify for this stormwater fee exemption are still required to pay the solid waste fee.
- This application should not be used to report a change in property ownership. First, check with the Duval County Property Appraiser to ensure the correct information is on file. Then call 630-CITY (2489) or e-mail [630CITY@coj.net](mailto:630CITY@coj.net) to report the change. The current owner of a property is responsible for any and all unpaid fees.
- Late payment penalties will not be assessed on unpaid accounts if an application is received on or before July 31. **However, it is ultimately the property owner's responsibility to ensure payment is made on time.** The city will not waive late penalties charged to unpaid accounts because of missing applications.