



**City of Oakland VPT**  
 c/o VPT Administrator  
 5627 Telegraph Ave #402  
 Oakland, CA 94609

**vptsupport@sci-cg.com**  
 ☎ **(855) 831-1188**

**VACANTPROPERTYTAX.OAKLANDCA.GOV**

**VACANT PROPERTY SUBSTANTIALLY COMPLETE APPLICATION FOR  
 PLANNING APPROVALS EXEMPTION APPLICATION  
 CALENDAR YEAR 2021 TAX YEAR 2022-23**

➔ APPLICATION MUST BE RECEIVED NO LATER THAN 20 DAYS AFTER DATE OF NOTICE OF VACANCY

To qualify for a “substantially complete application for planning approvals” exemption, please complete the following (**see reverse for directions**):

1. Be the owner of the property.

Last Name	First Name	Middle
Parcel Number	Address	
	Oakland, CA 946 _____	

2. To qualify for a “substantially complete application for planning approvals” exemption, applicant must meet **ONE** of the following requirements (**see reverse for directions**)
  - A. The applicant is an owner of a parcel included in a substantially complete application for planning approvals that has not yet received approval shall receive a one-year exemption, subject to annual renewal. (**See reverse for required verification documents**)
  - B. The Owner held a notice from the City stating that an application for planning approvals with respect to the subject property was complete and such application remained pending for at least fifty (50) days during the relevant Calendar Year (**See reverse for required verification documents**)
  - C. The applicant is an owner of a parcel for which a project with development entitlements have been approved but needed time for completion shall receive a one-time two-year exemption. (**See reverse for required verification documents**)
3. Issued a notice of vacancy identifying a parcel you own has been identified as vacant for calendar year 2021, and likely subject to the Oakland Vacant Property Tax for tax year 2022-23.
4. I declare under penalty of perjury under the laws of the State of California that I own the parcel for which I am requesting exemption from the Vacant Property Tax; that the reasons stated above are true, and that all information provided herein is true to the best of my knowledge. I understand that if any of the above information is found to be untrue, I may forfeit my eligibility. I further understand that this form may be subject to an audit, verification check, and possible denial of the exemption. I hereby authorize the City of Oakland to verify all the information herein provided.

Owner’s Name	Owner’s Signature	Phone Number	Email	Date

Co-Owner’s Name	Co-Owner’s Signature	Phone Number	Email	Date

## **Directions for completing the Substantially Complete Application for Planning Approvals Exemption Application**

Submit completed application (one application per parcel) with supporting documentation  
via **email to [vpstsupport@sci-cg.com](mailto:vpstsupport@sci-cg.com)** or US mail to the address at the top of the first page.

1. To qualify for the exemption, you must be the owner of the property. Please fill in your last, first and middle name, along with the parcel number and address. Your parcel number can be found on the top right corner of the VPT notice you received by mail. Approved exemptions will receive an exemption for 100% of the Vacant Property Tax levied on the parcel for which a Substantially Complete Application for Planning Approvals exemption application is submitted. Eligible property owners must reapply each tax year.
2. The applicant must provide a copy of the development application to the City OR a copy of the approved entitlements for development of assessor's parcels subject to the Vacant Property Tax. Development applications claimed as substantially complete as verified by Planning Department or Planning Department definition.
3. Owner and co-owners must complete, sign, date, and provide contact information on their application.

Submission of documents does not guarantee approval. Additional documentation may be requested.

Submit applications and supporting documents **via email to [vpstsupport@sci-cg.com](mailto:vpstsupport@sci-cg.com)** or mail to:

City of Oakland VPT  
c/o VPT Administrator  
5627 Telegraph Ave  
#402  
Oakland, CA 94609

*Please note the above address is a commercial mail receiving agency and not an office.*

Applicants will be notified with an approval or denial letter no later than July 15 of the applicable property tax year.