



Application No. _____

**CITY OF FORT WORTH
NEIGHBORHOOD EMPOWERMENT ZONE (NEZ) PROGRAM**

PROJECT CERTIFICATION APPLICATION - FORM "A" FOR HOMEOWNERS

I. APPLICATION CHECK LIST Please submit the following documentation:

- A completed application form
- A list of all properties owned by the applicant, **owner, developer, associates, principals, partners, and agents** in Fort Worth
- Non Refundable Application fee** – cashier’s check or money order payable to the City of Fort Worth . For all Basic Incentives applications excluding Tax Abatement \$25.00. For multifamily, commercial, industrial, commercial facilities, and mixed-use tax abatement applications: 0.5% of the total Capital Investment of the project, with a \$200.00 minimum and not to exceed \$2,000.00; For residential tax abatement applications: \$100.00 per house.
- Proof of ownership, such as a warranty deed, affidavit of heirship, or a probated will **OR** evidence of site control, such as option to buy (**A registered warranty deed is required for tax abatement application.**)
- Title abstract of the property (**only if applying for release of City liens**)
- A completed set of development plans, project description and development budget or contractor’s quote
- Copy of Incorporation Papers noting all principals, partners, and agents**
- Met with the Councilmember and Neighborhood & other Organizations representing the NEZ as outlined in the Public Notice requirement of the NEZ Policy and Guidelines revised April 6, 2004 or followed guidelines of NEZ Strategic Plan if a Strategic Plan is in place for the specific NEZ.
- Support letter from Woodhaven Neighborhood Association and Woodhaven Community Development Corporation (**For projects located in Woodhaven NEZ only**)

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED FOR CERTIFICATION UNTIL ALL REQUIRED DOCUMENTS SHOWN IN THE ABOVE CHECKLIST ARE SUBMITTED WITHIN 30 DAYS AFTER THE APPLICATION IS RECEIVED.

YOU MUST APPLY FOR TAX ABATEMENT BEFORE ANY BUILDING PERMITS ARE ISSUED FOR YOUR PROPERTY AND BEFORE ANY IMPROVEMENTS ARE MADE TO YOUR PROPERTY. IT TAKES 60 TO 90 BUSINESS DAYS TO COMPLETE THE TAX ABATEMENT AGREEMENT APPROVAL PROCESS AFTER THE ISSUANCE OF NEZ CERTIFICATION DEPENDING ON THE COMPLEXITY OF YOUR PROJECT. NEZ PROEJCTS MUST BE COMPLETED WITHIN THE 12 MONTH PERIOD THAT CERTIFICATION WAS APPROVED, OR WITHIN THE 12 MONTH PERIOD THAT THE TAX ABATEMENT WAS APPROVED, OR YOU MAY BE REQUIRED TO RE-APPLY FOR NEZ INCENTIVES.

II. APPLICANT / AGENT INFORMATION

1. Applicant:	_____	2. Contact Person:	_____
3. Address:	_____		
	Street	City	State Zip
4. Phone no.:	_____	5. Fax No.:	_____
6. Email:	_____		
7. Agent (if any)	_____		
8. Address:	_____		
	Street	City	State Zip
9. Phone no.:	_____	10. Fax No.:	_____
11. Email:	_____		

If you need further information or clarification, please contact the Development Department Customer Service Section at 817-392-2222.



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PROJECT ELIGIBILITY

1. Please list down the addresses and legal descriptions of the project and other properties your organization owns in Fort Worth. Attach metes and bounds description if no address or legal description is available. Attach an exhibit showing the location of the project.

Table 1 Property Ownership

Address (Project Location)	Zip Code	Legal Description		
		Subdivision Name	Lot No.	Block No.
Other properties owned in the City of Fort Worth - continue on a separate sheet and attach if necessary.				

(Please attach additional sheets of paper as needed.)

2. For each properties listed in Table 1, please check the boxes below to indicate if:
 - there are taxes due; or
 - there are City liens; or
 - You (meaning the applicant, developer, associates, agents, principals) have been subject to a Building Standards Commission’s Order of Demolition where the property was demolished within the last five years.

Table 2 Property Taxes and City Liens

Address	Property Taxes Due	City Liens on Property				
		Weed Liens	Board-up/Open Structure Liens	Demolition Liens	Paving Liens	Order of Demolition
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please attach additional sheets of paper as needed.)



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3. Do you own other properties under other names? Yes No

If Yes, please specify _____

4. Does the proposed project conform with City of Fort Worth Zoning? Yes No

If no, what steps are being taken to insure compliance? _____

5. Project Type:
 Single Family Multi-Family Commercial Industrial Community Facilities Mixed-Use

6. If your project is a commercial, industrial, or mixed-use project, please describe the types of businesses that are being proposed:

7. Is this a new construction or rehab project?

New Construction Rehab

8. How much is the total development cost of your project? _____

9. Will the eligible rehabilitation work* equal to at least 30% of the Tarrant Appraisal District (TAD) assessed value of the structure during the year rehabilitation occurs? Yes No

• Eligible rehabilitation includes only physical improvements to real property. It does NOT include: Front yard fencing consisting of chain-link or solid material construction; personal property such as furniture, appliances, equipment, and/or supplies. Total eligible rehabilitation costs shall equal to or exceed 30% of the TAD appraised value of the structure during the year rehabilitation occurs.

10. How much is the total square footage of your project? _____ square feet

11. For a single-family homeownership, mixed-use, or multi-family development project, please fill out the number of residential units based on income range of owners or renters in the following table.

Table 3 Number of Residential Units and Income Range of Owners or Renters

Income Range	Number of Units	Percentage
> 80% of AMFI**		
At or below 80% of AMFI		
Total Units		

**AMFI: Area Median Family Income. Please see attachment for income and housing payment guidelines.

12. For a multifamily project to be qualified for tax abatement, at least 20% of total units shall be affordable to families at or below 80% of AMFI. Check the box if you are requesting a waiver of this requirement.

13. For a commercial, industrial or community facilities project, indicate square footage of non-residential space.

Commercial		Industrial		Community Facilities	
	square feet		square feet		square feet



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PLEASE ANSWER QUESTIONS NO.14 TO NO. 16 ONLY IF YOU ARE APPLYING FOR TAX ABATEMENT.

14. How much will be your Capital Investment* on the project? Please use the following table to provide the details and amount of your Capital Investment (Attached additional sheets if necessary).**

Table 4 Capital Investment of the Project

Items	Amount	Notes
Total		

***Capital Investment includes only real property improvements such as new facilities and structures, site improvements, facility expansion, and facility modernization. Capital Investment **DOES NOT** include land acquisition costs and/or any existing improvements, or personal property (such as machinery, equipment, and/or supplies or inventory).

15. For a commercial, industrial, community facility or mixed-use project, how many employees will the project generate? _____

16. For a mixed-use project, please indicate the percentage of all uses in the project in the following table.

Table 5 Percentage of Uses in a Mixed-Use Project

Type	Square Footage	Percentage
Residential		
Office		
Eating		
Entertainment		
Retail sales		
Service		
Total		

III. INCENTIVES

1. What incentives are you applying for?

Municipal Property Tax Abatements

Must provide Final Plat Cabinet and Slide for Tax Abatement Cabinet _____ Slide _____

- 5 years More than 5 years

Development Fee Waivers

- All building permit related fees (including Plans Review and Inspections)
- Plat application fee (including concept plan, preliminary plat, final plat, short form replat)
- Zoning application fee Board of Adjustment application fee
- Demolition fee Structure moving fee
- Community Facilities Agreement (CFA) application fee
- Street and utility easement vacation application fee

Impact Fee Waivers

- Impact fee _____ Meter Size _____ No. of meters?

Release of City Liens

- Weed liens Paving liens
- Board up/open structure liens Demolition liens



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I. ACKNOWLEDGMENTS

I hereby certify that the information provided is true and accurate to the best of my knowledge. I hereby acknowledge that I have received a copy of NEZ Basic Incentives, which governs the granting of tax abatements, fee waivers and release of City liens, and that any VIOLATION of the terms of the NEZ Basic Incentives or MISREPRESENTATION shall constitute grounds for rejection of an application or termination of incentives at the discretion of the City.

I understand that the approval of fee waivers and other incentives shall not be deemed to be approval of any aspect of the project. I understand that I am responsible in obtaining required permits and inspections from the City and in ensuring the project is located in the correct zoning district.

I understand that my application will not be processed if it is incomplete. I agree to provide any additional information for determining eligibility as requested by the City.

(TYPED NAME)

(AUTHORIZED SIGNATURE)

(DATE)

**Please mail or fax your application to:
City of Fort Worth Planning and Development Department
1000 Throckmorton Street, Fort Worth, Texas 76102
Tel: (817) 392-2222 Fax: (817) 392-8116**

Electronic version of this form is available on our website. For more information on the NEZ Program, please visit our web site at www.fortworthgov.org/planninganddevelopment.

For Office Use Only

Application No. _____ In which NEZ? _____ Council District _____
 Application Completed Date (Received Date): _____ Conform with Zoning? Yes No
 Type? SF Multifamily Commercial Industrial Community facilities Mixed-Use
 Construction completion date? Before NEZ After NEZ Ownership/Site Control Yes No
 TAD Account No. _____ Consistent with the NEZ plan? Yes No
 Meet affordability test? Yes No Minimum Capital Investment? Yes No
 Rehab at or higher than 30%? Yes No Meet mixed-use definition? Yes No
 Tax current on this property? Yes No Tax current on other properties? Yes No
 City liens on this property? _____ City liens on other properties? _____
 • Weed liens Yes No • Weed liens Yes No
 • Board-up/open structure liens Yes No • Board-up/open structure liens Yes No
 • Demolition liens Yes No • Demolition liens Yes No
 • Paving liens Yes No • Paving liens Yes No
 • Order of demolition Yes No • Order of demolition Yes No
 Certified? Yes No Certified by _____ Date certification issued? _____

If not certified, reason _____

Referred to: Economic Development Housing Development Water Code TPW



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ATTACHMENT INCOME AND HOUSING PAYMENT GUIDELINES

Family Size	80% of Median Income*	Maximum Housing Payment Affordable for Individuals or Families at 80% of Median Income
1	\$35,500	\$887
2	\$40,550	\$1,013
3	\$45,650	\$1,141
4	\$50,700	\$1,267
5	\$54,750	\$1,368
6	\$58,800	\$1,470
7	\$62,850	\$1,571
8	\$66,900	\$1,672

*Source: 2006 Fort Worth-Arlington PMSA HUD Income Guidelines