

## NEZ POLICY FOR PUBLIC NOTIFICATION

### Instructions for Securing Letters of Support or Acknowledgement

The NEZ policy mandates that NEZ customers, who propose new, add on or remodel construction projects must give public notice to the City Council Representative, and all of the neighborhood and community organizations identified for that specific NEZ area. NEZ customers must request letters of support and/or acknowledgement from the neighborhood and other community organizations representing the particular NEZ area, and submit them to the NEZ staff at the City of Fort Worth.

#### NEZ applicants are required to:

1. Contact the neighborhood organizations, community representatives, and the Council Representative, to request a meeting to show plans, budget, and any other particulars pertinent to the project. (NEZ staff provides the NEZ customer with the contact information). These entities can forward letters of support or acknowledgement to the NEZ staff regarding the project, or the NEZ customer can mail or deliver them to the NEZ staff.
  - a) For tax abatements:
    - i. Written response is required from the neighborhood organizations, community representatives, and the Council Representative
  - b) For Development fee waivers:
    - i. Notification **letters maybe sent via certified mail with a copy of the plans, scope or work and budget**. You will need to turn in a copy of the letter and the certified mail receipts in order for us to consider that communication as public notification.
2. It is preferred that Council representatives and community organizations communicate their responses via regular mail or email to the NEZ customer and NEZ City staff assigned to the project.
3. After two weeks, if the representatives do not respond, the NEZ customer must forward a certified letter stating that they attempted to meet and discuss the project in hopes of receiving support and endorsement for the project.
4. The customer is required to give evidence to the NEZ staff of their attempts to meet with said representatives. (Certified letter receipts, emails, letters, etc). These documents will be placed in the customer's file.

**Note: The lack of support or endorsement by a Council representative or Neighborhood group of a new construction project proposed for a NEZ area, does not prevent a NEZ customer from becoming certified to proceed with their project and receive NEZ incentives, unless the plans do not meet with the Council approved NEZ Strategic plan for that particular neighborhood.**