



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

**PROJECT CERTIFICATION APPLICATION**

**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 the City Fort Worth
- Non Refundable Application fee** – For all Basic Incentives applications **excluding** Tax Abatement the application fee is \$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 reduced 11x17 floor plan, site plan, and site elevation with a written detailed project description that includes a construction time line
- A detailed line item budget showing the cost breakdown for the project
- Copy of Incorporation Papers noting all principals, partners, and agents if applicable**
- Required** - Meet 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. ALL BUILDING PERMITS MUST BE PULLED WITHIN THE 12 MONTH PERIOD THAT CERTIFICATION WAS APPROVED, OR WITHIN THE 12 MONTH PERIOD THAT THE TAX ABATEMENT WAS APPROVED, OR YOU WILL 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:	_____		



**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 a map showing the location of the project.

**Table 1 Property Ownership**

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

2. For each property listed in Table 1, please check the boxes below to indicate if:
  - there are taxes past 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.)

**If there are taxes due or liens against any property in the City of Fort Worth you may not be eligible for NEZ incentives**



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:	<input type="checkbox"/> Single Family	<input type="checkbox"/> Multi- Family	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Community Facilities	<input type="checkbox"/> Mixed-Use
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Owner Occupied

Rental Property

6. Please describe the proposed residential or commercial project: \_\_\_\_\_

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

8. Is this a new construction or rehab project?  New Construction  Rehab

9. How much is the total development cost of your project? \_\_\_\_\_

10. 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.

11. How much is the total square footage of your project? \_\_\_\_\_ square feet

**\* If applying for a tax abatement please answer questions 12 – 16. If not skip to part III Incentives**

12. 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.

13. 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.

14. 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

15. 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 Itemized Budget of the Project**

Items	Amount	Notes
<b>Total</b>		

\*\*\*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).

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

17. 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		
<b>Total</b>		

**III. INCENTIVES - 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  
 Residential owner occupied    Residential Rental Property    Apartments (5 plus units)    Commercial

**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** - The maximum water/wastewater impact fee waiver amount for a commercial, industrial, mixed-use, or community facility development project is equivalent to the water/wastewater impact fee of two 6-inch meters

- Water      (Meter Size \_\_\_\_\_)      (No. of meters \_\_\_\_\_)     Transportation

**Release of City Liens**

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



**III. 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.

\_\_\_\_\_  
(PRINTED OR 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](http://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

**ATTACHMENT INCOME AND HOUSING PAYMENT GUIDELINES**

<b>Family Size</b>	<b>80% of Median Income*</b>	<b>Maximum Housing Payment Affordable for Individuals or Families at 80% of Median Income</b>
1	\$38,300	\$957.50
2	\$43,750	\$1,093.75
3	\$49,200	\$1,230.00
4	\$54,650	\$1,366.25
5	\$59,050	\$1,476.25
6	\$63,400	\$1,585.00
7	\$67,800	\$1,695.00
8	\$72,150	\$1,803.75

\*Source: 2010 Fort Worth-Arlington PMSA HUD Income Guidelines