



INFILL DEVELOPMENT INCENTIVE PROGRAM APPLICATION
ECONOMIC AND INTERNATIONAL DEVELOPMENT DEPARTMENT

\*\*APPLICATION SUBMITTAL PRIOR TO CONSTRUCTION START REQUIRED\*\*

I. CONTACT INFORMATION

PROPERTY OWNER(S):
ADDRESS: ZIP CODE: PHONE:
CELL: E-MAIL ADDRESS: FAX:
REPRESENTATIVE(S):
ADDRESS: ZIP CODE:
PHONE: CELL: E-MAIL ADDRESS:

II. PROPERTY INFORMATION

PROPERTY ADDRESS:
LEGAL DESCRIPTION:
PRESENT LAND USE: PROPOSED LAND USE: (e.g. Housing, Mixed-use)
IS PROPERTY CURRENTLY VACANT? YES NO IF YES, ESTIMATE PERCENTAGE
WILL PROPERTY BE USED FOR HOUSING? YES NO
PROPOSED ZONING:
TOTAL SQUARE FOOTAGE OF PROPOSED CONSTRUCTION / RENOVATION
BREAKDOWN OF SQUARE FOOTAGE BY USE (ie: residential, retail, office, etc.):

III. INFILL ELIGIBILITY CRITERIA

CONSTRUCTION START DATE
ESTIMATED COMPLETION DATE:
CURRENT TOTAL EL PASO CENTRAL APPRAISAL DISTRICT (CAD) APPRAISED VALUE (attach tax statement):
ESTIMATED CONSTRUCTION / RENOVATION COST (Exhibit A):
GREYFIELD OR BROWNFIELD DEVELOPMENT (CIRCLE ONE)
PREVIOUS TAX RELIEF GRANTED TO ANY PORTION OF THIS PROPERTY? (If so, describe the type and duration):
1) HAS APPLICANT COMPLETED REQUIRED PRE-SUBMISSION CONFERENCE? YES NO
2) DOES APPLICANT MEET ELIGIBILITY CRITERIA? YES NO
3) IS THIS PROPERTY LOCATED WITHIN A TIF (Tax Increment Finance District) or TIRZ (Tax Increment Reinvestment Zone)? YES NO, IF YES for TIRZ, which one:
4) IS PROPERTY LOCATED WITHIN AN EMPOWERMENT ZONE? YES NO
5) IS PROPERTY LOCATED WITHIN A REDEVELOPMENT AREA? YES NO
6) IS PROPERTY LOCATED WITHIN A HISTORIC DISTRICT? YES NO, IF YES, which one:

City of El Paso, Texas, 801 Texas-3rd Floor, El Paso, TX 79901-1196 (915) 212-1633

\*\*OFFICE USE ONLY\*\*

RECEIVED DATE: / / ACCEPTED BY:

**IV. ADDITIONAL INFORMATION**

OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

OWNERS'S REPRESENTATIVE FOR THE ABOVE DESCRIBED PARCEL(S):

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*Note: Signatures are required for all owners of record for the property proposed for rezoning. Attach additional signatures on a separate sheet of paper.*

YEAR PROPERTY ACQUIRED BY CURRENT OWNER \_\_\_\_\_

**REQUIRED DOCUMENTATION FOR TAX EXEMPTION APPLICATION**

- APPLICATION FOR TAX EXEMPTION** - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.
- CONCEPTUAL CONSTRUCTION DRAWINGS** - One (1) full size copy and one (1) copy on 8 1/2" x 11" paper of the written description of property.
- DETAILED SITE DEVELOPMENT PLAN (REQUIRED)**- Application shall include a submittal of a detailed site development plan in accordance with Section 20.04.160 of the City Code for review by the Planning Division
- PROPERTY TAX STATEMENT**- Please attach one (1) printed copy from the El Paso Central Appraisal District website.
- CERTIFIED CITY TAX CERTIFICATE** - Certified city tax certificates may be obtained at the City Tax Office, Wells Fargo Plaza, 221 N. Kansas, Suite 300 (Corner of Kansas & Mills) Monday through Thursday, 7:00 a.m. to 6:00 p.m. For any tax exemption, delinquent taxes must be paid in full before the tax rebate may proceed.
- COST ESTIMATES OF PROPOSED PROJECT - Exhibit A**- List each item of work and the cost of each item.
- PROOF OF OWNERSHIP** - One (1) copy of a certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application for tax exemption is the current property owner.
- PHOTOGRAPHS** - Color photographs showing current conditions of the site and structures
- STATEMENT OF CERTIFICATE**- Certification by the applicant that all the information on this application is correct and that the program regulations have been understood.



#### IV. STATEMENT OF CERTIFICATIONS

I certify that the information on this application is correct.

I authorize City officials to visit and inspect the property as necessary to certify eligibility and verification for an incremental property tax rebate (City Portion) and applicable financial incentives.

I acknowledge, have read, and understand the program regulations, and that I will not receive a public benefit until all the program requirements have been met and verified by the Director or assigned staff.

I understand that all construction and/or rehabilitation work must be completed within the time period set out in the agreement with the City.

I agree not to knowingly employ any undocumented workers as defined in Texas Government Code Section 2264.001.

I understand that no incentives rights may be sold or assigned and incentives can not be transferred as a result in the change on major ownership of the property without the expressed written consent of the City of El Paso.

I understand that if the proposed project is not completed as specified in the application, or the terms of the agreement are not met, the City of El Paso has the right to cancel or amend the incentive agreement, recapture any rebated or exempted taxes and fees, and assess penalty payments for the amounts previously secured by City liens against the property and all previously waived fees and abated taxes shall become due to the City.

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Property Owner Printed Name

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Property Owner Signature



## EXHIBIT A: COST ESTIMATE OF REHABILITATION/RESTORATION WORK

Real Property	
Land	\$
*Existing Building Improvements (Renovation)	\$
*New Building Improvements	\$
<b><u>TOTAL</u></b>	\$

**\*Please include detailed cost estimate breakdown (Additional sheets may be added or substituted)**

### OTHER QUESTIONS

- WILL JOBS BE RETAINED OR CREATED AS A RESULT OF THIS PROJECT? IF SO, EXPLAN: \_\_\_\_\_

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- ARE THERE ANY LIENS AGAINST THE PROPERTY? IF SO, PLEASE EXPLAIN:

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- DESCRIBE, BRIEFLY, YOUR PLANS FOR THE PROPERTY AND HOW IT CAN ENHANCE THE NEIGHBORHOOD: \_\_\_\_\_

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*The City of El Paso requires the following information in order to process an application for incentives. This information is protected by the State of Texas and is not subject to public disclosure until the incentive agreement is executed. An application does not guarantee an incentive grant. City of El Paso Economic Development staff will conduct a review, normally 10 business days, and will contact the applicant once completed.*

*\*Please note: If Construction has commenced on a project, the incentive application process is VOID.*