



<b>FOR OFFICE USE ONLY</b>	
SUBMITTAL DATE: _____	INITIAL: _____
NEZ PROJECT NUMBER: _____	

**NEIGHBORHOOD EMPOWERMENT ZONE INCENTIVE APPLICATION**  
**APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES**

**MINIMUM SUBMITTAL REQUIREMENTS:**

Application provided by City of Amarillo completed in full. This application must be used and may not be adjusted or altered. Please attach additional pages as necessary.

Enough information and/or plans provided to review with program requirements. (such as: floor plans, site plan, site elevation, and/or written project description)

Proof of ownership, such as warranty deed, affidavit of heirship, or probated will OR evidence of site control, such as option to buy. (A registered warranty deed will be required before tax abatement or sales tax rebate application processing can occur.)

Detailed line item budget showing the cost breakdown for the project.

Select which NEZ incentives you are applying for: (abatment and rebate applications require longer review times)

Fee Waivers

Municipal Property Tax Abatement

Sales Tax Rebates

**Applicant/Owner Information:** (Please check the box for Primary Contact)

Owner Name (if not applicant): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Firm Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Agent (if any): \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Firm Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Property Information**

In which NEZ is the project to be located: \_\_\_\_\_

Property Address : \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Lot No.: \_\_\_\_\_ Block No.: \_\_\_\_\_

Legal Description if not platted: \_\_\_\_\_

\_\_\_\_\_

Land Use: (Existing) \_\_\_\_\_ (Proposed) \_\_\_\_\_

Zoning: (Existing) \_\_\_\_\_ (Proposed) \_\_\_\_\_

Tax ID No.: \_\_\_\_\_

Current PRAD Value: (Total) \_\_\_\_\_ (Improvements Only) \_\_\_\_\_

Current Property Status if Residential:  Owner Occupied  Renter Occupied

**PROJECT INFORMATION**

Project type: (check the box that best describes the proposed project)

- Single-family project – *rehabilitation or new construction*
- Multi-lot single-family development projects to be owner-occupied – *new construction*
- Duplex, townhome, and condominium project to be owner or renter-occupied – *rehabilitation or new construction*
- Multiple-family apartment (3+ unit) project – *rehabilitation or new construction*
- Mixed use project – *rehabilitation or new construction*
- Non-residential projects – *rehabilitation or new construction*. The eligible uses are restricted to neighborhood services, retail, office, institutional, and light commercial consistent with development guidelines and neighborhood plan.

Rental Property       Owner Occupied

Total Square Footage of Project: \_\_\_\_\_ sf.      Number of Living Units: \_\_\_\_\_

If mixed-use, breakdown of type of use, square footage dedicated to each use, and percentage of total area:

Type of Use	Square Footage	Percent of Total Area

Itemized Breakdown of Capital Investment for the project:

Items (Notes)	Amount

Estimated Total Capital Investment: \_\_\_\_\_

- Will the construction or improvements costs equal to at least 20% of the Potter Randall County Appraisal District (PRAD) assessed improvements value during the year rehabilitation or construction occurs?
- Project has been to a Preliminary Application Conference (PAC) meeting. Date: \_\_\_\_\_
  - Project does not require a PAC meeting. (residential rehab or new construction)
- No active municipal liens have been placed on the property for which the project is to be located.
  - NEZ Request for Release of Liens has been submitted.
- Applicant or owner is not delinquent in paying property tax on any property owned within the PRAD area.
- Project is for a permanent structure and not mobile.
- Project has not commenced prior to this application. Development review should not be started prior to NEZ certification review.
- Applicant/owner believes project meets all applicable requirements of the NEZ Policy, NEZ Development Guidelines, and the goals of the Neighborhood Plan associated with the zone.

If applying for Sales Tax Rebates:

Estimated yearly sales amount after project completion: \_\_\_\_\_

Existing yearly sales amount (if applicable): \_\_\_\_\_



**CERTIFICATION**

I hereby certify that the above information and all attached information and plans are true and correct to the best of my knowledge. I understand that, while the City of Amarillo agrees to receive this application, it is not considered to be complete unless and until all needed documents have been submitted. I understand that NEZ incentives are not retroactive and can only be sought prior to project commencement. I understand that in considering my application, Staff will determine whether the proposed work complies with the NEZ Policy and applicable Development Guidelines. I agree to provide any additional information necessary for determining eligibility as requested by Staff. I understand that approval of this application by Staff or the Board DOES NOT negate me from any other applicable requirements needed to obtain required permits. I understand my appeal option of my application if it is denied by the Planning Department.

Applicant Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OWNERS ACKNOWLEDGEMENT:**

If Applicant is not the current owner of the property.

I hereby acknowledge that this application is being submitted on my property. I certify that the property is owned fully by the persons listed and signed below. I understand the Neighborhood Empowerment Zone Program and consent to this NEZ Incentive Application being submitted.

Owner/s Printed Name: \_\_\_\_\_

Owner/s Signature/s: \_\_\_\_\_

Date: \_\_\_\_\_

**Application Process**

- Applications are required to be submitted through the Development Services Application Process by either emailing Development@Amarillo.gov or delivering in person to the Development Services Customer Service Coordinator at the Simms Building, 808 S. Buchanan, 2nd Floor, Suite 230.
- There is no application fee.
- If the information needed for NEZ review is incomplete, Planning staff will notify the applicant within 3 business days. If no revisions are submitted within 30 days of being considered incomplete, the application will expire. If applicable, the application may be distributed to other appropriate departments for review and comments, at which time additional information may be requested. If requested additional information is not submitted within 30 days of being requested, the application will expire.
- For complete submittals staff will, within 10 business days of the completeness determination, take one of the following actions:
  1. Approve the application as a certified NEZ project. Processing for municipal property tax abatement and/or sales tax rebates, for applications seeking such, will begin once project is considered NEZ Certified.
  2. Deny the application by providing written notice of the denial, which will include the reason for denial.

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