NEIGHBORHOOD REVITALIZATION APPLICATION PROCEDURE

Prior to filing the Application for Tax rebate, you will need to do the following:

- 1. Meet with and obtain an application from the County Appraiser's Office.
- 2. Prior to the commencement of construction on any improvement or new construction for which a tax rebate will be requested, the applicant-owner will complete Parts 1 and 2 of the application. <u>Requests must be received and approved before</u> <u>commencement of construction. There will be no exceptions.</u>
- 3. Parts 1 and 2 of the application must be filed with the County Appraiser's Office, with a <u>non-refundable \$100 application fee prior</u> to the commencement of construction.
- 4. The County Appraiser's Office will return a copy of Parts 1 and 2 to the applicant within fifteen (15) working days, indicating approval or denial of the project.
- 5. The County Appraiser's Office will forward a copy of Parts 1 and 2 to the County Clerk for notification and information purposes. Copies of the application will also be forwarded to the Economic Development Foundation for monitoring purposes.
- 6. The applicant-owner will notify the County Appraiser of the commencement of construction by filing Part 3 of the application, no later than ten (10) days after the project is commenced.
- 7. For any improvement that is only partially completed as of January 1, following the commencement of construction:
 - a. The owner-applicant will file Part 4 of the application with the County Appraiser indicating the status of construction on January 1. Part 4 will be filed on or before December 1, preceding the commencement of the tax rebate period.
- 8. For any improvement that is completed on or before January 1, following the commencement of construction :
 - a. The owner-applicant will file Part 4 of the application with the County Appraiser on or before December 1, preceding the commencement of the tax rebate period, certifying the completion of construction.
- 9. Soon after January 1, the County Appraiser will conduct an on-site inspection of the construction project (improvement, rehabilitation, or new) and determine the new valuation of the real estate accordingly. The valuation is then reported to the County Clerk by June 15. The tax records will be revised.
- 10. Upon completion of the project and final filing of Part 4, and the determination of the new valuation of said real estate, the form will be filed with the County Clerk and the County Appraiser certifying the project is in compliance with the eligibility requirements for a tax rebate. The owner-applicant will be notified immediately.
- 11. Upon payment in full of the real estate tax for the subject property for the initial and each succeeding year period extending through the specified rebate period, and within a thirty (30) day period following the date of full payment by the taxpayer, the tax rebate will be made by the County Treasurer of Comanche County through the Neighborhood Revitalization Fund established in conjunction with the other taxing units participating in a Contractual Agreement.

Date Received	l:						□A	pproved	□Not A	Approved
		(A non		Applicatio						
Owner's name										
	(Please prir	nt)								
				nt or call appraiser						
Legal description	of property									
Proposed pro	operty us	e (Plea	se Circle one	e)						
<u>Residential:</u>	New	or	Rehab		Renta	al	or	Owner-c	occupied	
	Residenc	e	Other	Explain						
	Single Fa	mily	Multi Fan	nily Number o	of unit's					
<u>Agricultural:</u>	New		Rehab		Renta	al	or	Owner-c	occupied	
Commercial:	New		Rehab		Renta	al	or	Owner-o	ccupied	
Does the appli	icant own	the lan	d?		Yes	or	No			
Will the Proposed Project be on a foundation?				Yes	or	No				
Will it be perm	anently at	tached	to the pro	perty?	Yes	or	No			
Checklist:	Check	made oı	ıt to Coman	che County Treas	urer for \$	100.00				
	🗌 Bluepri	ints Pro	vided to Cor	manche County Aj	opraiser					
Tax Status: (P (I have read and be void one year applicable portion	do hereby ag from the dat	gree to ti e below	if improveme	Current all applications proc ents or construction o this application.)	edures ai has not b	Delino nd criteria egun on t	a. I furt	her underst	and that th her agree t	iis application wi o complete the

Signature of Owner

Signature of Comanche County Treasurer

Signature of Comanche County Appraiser

Date

Date

Part 2: Residential

General								
Estimated date of completion								
Are buildings being demolished? If so please list:								
Estimated cost of improvements: Materials \$ (<i>Must be over \$5,000 to qualify for rebate</i>) (<i>Please attach copies of cost documenta</i>)								
<i>Property Construction: (Please Circle)</i> All contractor-built	Pre-built home moved on site							
All owner-built	Modular Home							
Contractor-built Owner participation: (please rate amount	Other t of owner participation, in one category)							
Hours % of p	project Value \$							
New Residential								
Story Height Basen	ment size: Full Half Crawl none No. of bedrooms							
No. of Bathrooms Heatin	ng/cooling							
Square feet of unfinished area	Total Square feet of finished living area							
Basement Groun	(divide into the categories below) nd floor Upper Floor							
Garage: Attached Detached Size:								
Residential Remodel (please circle)								
Square feet of living area to be added: Basement Ground Floor Upper Floor								
Rooms to be added: Living Room Bedroom Bathroom								
Kitchen	Dining Room Basement							
Other								

Signature of owner

Part 2: Agricultural or Commercial

General					
Estimated date of completion					
List of buildings proposed to be demolish	ed				
Estimated cost of improvements: (please					
Materials \$Labo	or \$	Total Cost \$ (Must be over \$5,000 to qualify for rebate)			
Property Construction (please circle one of th	ne following that best describes	the construction of our property)			
All Contractor-built		Pre-built building moved in site			
All owner-built		Modular building			
Contractor-built with owner parti	icipation	other			
Owner Participation (please rate amount of or	wner participation, in one categ	rory)			
Hours % of	Project	Value \$			
New Agricultural					
Type of building	Use of building]			
Building Dimensions	Exterior Wall N	Material			
Location of building					
New Commercial					
Type of building	Use of building				
Building dimensions	Wall Height	Exterior Wall Material			
Agricultural or Commercial Remodel					
Areas to be remodeled	Туре а	nd use of building			
Describe improvements					
Signature of Owner		Date			
COU	NTY OF COMA	NCHE			

NEIGHBORHOOD REVITALIZATION PLAN

Part 3: Commencement of Construction

Owner's Name Please Print	Daytime Phone					
Owner's Mailing Address						
Address of Property						
Parcel Identification Number	Ref #					
Date of Original Application	_ Building permit #	If applicable				
Date Construction estimated to begin						
Date of estimated completion of construction						
Signature of Owner		Date				

Date NRP Part 3 Received ____

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Signature of Comanche County Appraiser

NEIGHBORHOOD REVITALIZATION PLAN

Part 4: Status of Construction Completion (PLEASE KEEP THIS PAGE UNTIL PROJECT IS COMPLETED, THEN MAIL OR BRING INTO THE APPRAISERS OFFICE)

Owner's Name	Daytime Phone	
Please Print Owner's Mailing Address		
Address of Property		
Parcel Identification Number	Ref #	·
Date of Original Application	Building permit #	
Date Construction estimated to begin		If applicable
(Please Complete the Applicable statement below)		
As of January 1 following commencement, the construction	on project applied for	was% complete.
The construction project applied for was considered con	nplete on	
		Date
Signature of Owner	Date	

Date NRP Part 3 Received _____

Signature of Comanche County Appraiser

Date Receive	d:					pproved □Not A	pproved
	(A noi	Part 1: Application					
Owner's name	ə		Daytime	e Phon	e		
Owner's maili	(<i>Please print</i>) ng address					**	
Address of Pr	operty			eitei			- 100
Parcel identifi	cation number: _ (Copy from you	r tax statement or call appraise	r's office)				
Legal descriptior	of property						
Proposed pr	operty use (Plea	ase Circle one)					
<u>Residential:</u>	New or	Rehab	Renta	al	or	Owner-occupied	
	Residence	Other Explain					
	Single Family	Multi Family Number	of unit's				
Agricultural:	New	Rehab	Renta	al	or	Owner-occupied	
Commercial:	New	Rehab	Renta	al	or	Owner-occupied	
Does the app	licant own the lar	nd?	Yes	or	No		
Will the Propo	osed Project be o	n a foundation?	Yes	or	No		
Will it be pern	nanently attached	I to the property?	Yes	or	No		
Checklist:	Check made o	ut to Comanche County Trea	surer for \$	100.00			
	Blueprints Pro	wided to Comanche County	Appraiser				
Tax Status: (F		Current			nquent		4
be void one year	from the date below	the following all applications pro if improvements or construction ire attached to this application.)	n has not b	nd criten egun on	ia. I furt 1 this pro	her understand that th oject. I further agree to	is application wi o complete the
Signatu	re of Owner					Date	
Signature of Comanche County Treasurer						Date	-

Signature of Comanche County Appraiser

Date