

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. Requests must be received and approved before commencement of construction. There will be no exceptions.
3. Parts 1 and 2 of the application must be filed with the County Appraiser's Office, with a non-refundable \$100 application fee prior 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.

COUNTY OF COMANCHE NEIGHBORHOOD REVITALIZATION PLAN

Part 2: Residential

General

Estimated date of completion _____

Are buildings being demolished? If so please list: _____

Estimated cost of improvements:

Materials \$ _____ Labor \$ _____ Total Cost \$ _____

(Must be over \$5,000 to qualify for rebate)

(Please attach copies of cost documentation, and blueprints or plans)

Property Construction: (Please Circle)

All contractor-built Pre-built home moved on site

All owner-built Modular Home

Contractor-built Other

Owner participation: (please rate amount of owner participation, in one category)

Hours _____ % of project _____ Value \$ _____

New Residential

Story Height _____ Basement size: Full Half Crawl none No. of bedrooms _____

No. of Bathrooms _____ Heating/cooling _____

Square feet of unfinished area _____ Total Square feet of finished living area
(divide into the categories below)

Basement _____ Ground 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

Date

COUNTY OF COMANCHE NEIGHBORHOOD REVITALIZATION PLAN

Part 2: Agricultural or Commercial

General

Estimated date of completion _____

List of buildings proposed to be demolished _____

Estimated cost of improvements: (please attach copies of cost documentation)

Materials \$ _____ Labor \$ _____ Total Cost \$ _____
(Must be over \$5,000 to qualify for rebate)

Property Construction (please circle one of the 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 participation

other

Owner Participation (please rate amount of owner participation, in one category)

Hours _____ % of Project _____ Value \$ _____

New Agricultural

Type of building _____ Use of building _____

Building Dimensions _____ Exterior Wall 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 _____ Type and use of building _____

Describe improvements _____

Signature of Owner _____

Date _____

COUNTY OF COMANCHE

NEIGHBORHOOD REVITALIZATION PLAN

Part 3: Commencement of Construction

Owner's Name _____ Daytime Phone _____
Please Print

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 _____

Signature of Comanche County Appraiser

COUNTY OF COMANCHE

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 # _____

If applicable

Date Construction estimated to begin _____

(Please Complete the Applicable statement below)

As of January 1 following commencement, the construction project applied for was _____% complete.

The construction project applied for was considered complete on _____
Date

Signature of Owner

Date

Date NRP Part 3 Received _____

Signature of Comanche County Appraiser

