



NEZ Application Submittal Checklist

This checklist must be initiated and attached to the NEZ application at time of submittal

Verify the Project Address is in the Neighborhood Empowerment Zone _____

The above items can be located at *(Insert link to Map)*

Note to Applicant:

Please be advised that all New Construction must adhere to the NEZ Design Guidelines per the NEZ policy. For more information on Design Guidelines and Strategic Plans, please visit *(Insert link to website)*.

Applicant
Initials

Completed and signed application

***If the property is owned by a business entity or corporation, corporation papers or operating agreement noting ALL principles, partners and registered agents is required *** _____

Proof of ownership such as:

- A warranty deed
- Purchase agreement signed by both the seller and the buyer
- Affidavit of ownership, probated will or evidence of site control such as option to buy
- A registered Warranty Deed is **required** for applications that are applying for Tax Abatement.

Line Itemized construction budget for all projects

If you are doing work to your *single-family* home yourself, you may use the attached budget form. *If you are a contractor or you are hiring a contractor/contractors, construction manager or any other type of professional for your project, **you must provide the line item budget or estimate from them.* _____

Plans showing dimensions and square footage of the following:

- Site plan with structure or proposed structure
- Floor plans for each floor with square footage listed (existing and proposed if different)
- Elevations listing materials to be used. (North, South, West and East View for New Construction)
- Elevations effected by the project are required for Rehabilitations
*These plans will be retained by staff and cannot be used for Building Permit submittal**

List of Properties in Wichita Falls city limits (By address) owned by all owners/developers _____

If no additional properties are owned within the City of Wichita Falls, please check here

Incomplete applications will not be processed until all required documentation is received.



Application# _____

City of Wichita Falls
Neighborhood Empowerment Zone (NEZ) Application for Incentives

Applicant Information

**Deeded Property
Owner/Developer**

Last *First* *M.I.*

Mailing Address:

Street Address *City* *State* *Zip*

Phone:

Email: _____

Contact:

(If different)

Last *First* *M.I.*

Phone:

Email: _____

Project Information

NEZ certifications are project and owner specific. Please describe your project: _____

Project Type

Single Family

Multi-Family

Commercial

Mixed-Use

Project Address:

Street Address

Legal Description:

Lot *Block* *Addition*

New Construction / Addition:

YES

NO

Remodel / Rehab:

YES

NO

Total New Sq. Ft.

Total Development Cost:

**For a single family project, will the NEZ certified property be occupied by
the property owner as a primary residence?**

YES

NO

**If you selected No, please specify if this property will be sold to a homeowner as a primary residence or used as rental
property.** _____

If your project is a Commercial or Mixed Use project, please list all specific uses that are being proposed:

Incentives

YES NO

Do you wish to apply for a Municipal Property Tax abatement for this project?

If the above answer is yes, please contact the City of Wichita Falls Neighborhood Revitalization Department at (940) 761-7451 or visit wichitafalls.gov for additional information. **Tax Abatements are processed after NEZ project certification and must go before the City Council for a vote.**

Applicants requesting tax abatement may not submit for a building permit until the abatement has been approved by the City Council and the applicant has signed a contract.



Application# _____

City of Wichita Falls

Neighborhood Empowerment Zone (NEZ) Application for Incentives

YES NO

Do you wish to apply for a release of NEZ Property City lien?

Weed, Paving, Demolition and Board Up / Open Structure liens may be released for qualifying projects.

For Planning Office Use Only Do Not Check!

Is the Project Address inside the Neighborhood Empowerment Zone? YES NO

Will a Zoning Change application be necessary for this project? YES NO

Current Zoning: _____ **Proposed Use:** _____

Signature of Zoning Staff: _____ **Date:** _____

Acknowledgements

PLEASE INITIAL NEXT TO EACH STATEMENT

_____ 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. If the additional information is not submitted within 30 days, the application will be denied and application fees paid will not be reimbursed.

_____ I hereby certify that the information provided is true and accurate to the best of my knowledge. If I have misrepresented the facts in order to circumvent the NEZ policy, I hereby understand that I will be responsible for repaying the City of Wichita Falls **all** fees and taxes waived through my NEZ certification and **I will no longer be eligible to apply for any NEZ incentives in the future.**

_____ I hereby certify that all documents and information required by the Application Submittal Checklist is attached.

_____ I hereby acknowledge that I have read the NEZ Basic Incentives and Tax Abatement Policy, 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 for obtaining required permits and inspections from the City and in ensuring the project is located in the correct zoning district.

_____ I understand that if there are back taxes due or liens against any property I own under any name in the City of Wichita Falls, I will not be eligible for NEZ incentives.

_____ I hereby certify that the project plans submitted with this application meet the NEZ Design Guideline requirements. I understand that if the project plans do not meet the design requirements, all permits will be put on hold pending correction. I understand if I choose to relinquish my NEZ certification instead of meeting the design requirements, payment for all fees waived by the City up to that point will be due immediately and the building permit will not be issued until payment is made.



Application# _____

City of Wichita Falls

Neighborhood Empowerment Zone (NEZ) Application for Incentives

I understand that if I have submitted an opt out form and have had a building permit issued, I am not eligible to apply for any incentives from the NEZ program.

Printed Name of Property Owner/Developer	Signature of Property Owner/Developer	Date
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For more information on the NEZ Program Incentives, please visit our web site at
wichitafalls.gov or contact our office at (940) 761-7451.

For more information on Tax Abatements, see the above website or contact Christal Cates with the
Neighborhood Revitalization Department at (940) 761-7451.

PLANNING DEPARTMENT OFFICE USE ONLY
APPLICATION REVIEW

Application Received by: _____ Date of Application _____

Is the application complete, including any additional documentation? Yes No

Date of Construction Permit _____ Date of Permit Expiration _____

Date of Council Action _____

Date of Project Completion _____

Did the property owner submit a homestead exemption? Yes Date: _____ No



NEZ Construction Budget

For Single-Family self-constructed projects Only

(All other projects must provide a contractors quote or commercial project line item budget)

Project address: _____

Eligible rehabilitation or new construction costs include only physical improvements to real property. Real Property Improvements—means a habitable structure as defined by the City of Wichita Falls Building Code. It does **NOT** include: personal property such as furniture, appliances, equipment, and/or supplies. Carports, fences, parking lots, accessory structures such as sheds, incidental out buildings and garages are only eligible if included in the original new construction project. These items do not qualify as stand alone projects.

Item description : (add further description if needed)	Price
Demolition :	
Roof Repair/ Replacement/Installation :	
Mechanical (Heating/ Air conditioning) :	
Electrical :	
Plumbing :	
Flooring (Carpet, Tile , etc):	
Additional Room(s) / Additions —Total additional square feet to be added: _____	
Interior Improvements (Walls, etc) :	
Foundation :	
Materials :	
Exterior (Paint, Siding, Masonry, etc) :	
Landscaping :	
Other :	
<i>If homeowner labor only</i> : total # of hours: _____ x _____ per hour :	
	Total

I, _____, hereby certify that the above estimate of costs for the proposed self constructed rehabilitation or new construction of my single-family project on property located at : _____ is true and correct. I also attest that if I hire professional contractors at any time during construction, I will provide a copy of the contractors estimate to update this budget.

Date

Owner Signature



NEZ Property Ownership List

Please list all properties owned in Wichita Falls City limits by the owner/developer

Address:

Address:

Address:

Address:

Address:

Address:

Address:

Address:

Address:

(PRINTED OR TYPED NAME)

(AUTHORIZED SIGNATURE)

(DATE)