



# City of Baytown

## Revitalization Incentive Zone (RIZ)

### Process Guide

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Please use this to guide you through the RIZ process. Staff may require you to provide additional information not listed below. If you have any questions, please call Community Development at 281-420-6558.

#### **Upload the following documents with your completed RIZ application:**

1. Proof of Ownership: A Deed or Warranty Deed for the proposed site for which a RIZ incentive is sought (Deed of Trust or Contract for deed will not satisfy this requirement);
2. Work to be completed: A clearly defined floor plan, site plan and site elevation or written detailed project description;
3. Proposed Cost of Project: An itemized budget showing the proposed cost for the project (itemized construction estimates and/or bid documents).

Staff will review your application and all supporting documentation upon submittal. Incomplete applications will be marked as such and will not be processed until all necessary documents have been submitted to determine eligibility for the program.

#### **Program 1:**

1. If found eligible, the applicant will be notified of application approval and a certification will be issued. The certification will serve as proof that the project is eligible for the incentives granted under Program 1.
2. In order for permits to be issued the Chief Building Official and/or Planning Department may require additional information regarding the project.
3. The applicant will be notified via email once their permits have been issued.

#### **Program 2:**

1. If also applying for Program 2, the property owner must sign a Neighborhood Empowerment Zone Tax Refund Agreement with the City of Baytown before the Program 1 certification is issued.
2. Once the project is completed and a Certificate of Occupancy is issued, the property owner must submit a RIZ Program 2 Reimbursement application through the Citizen Self Service portal to seek reimbursement.
3. To be eligible for a refund, all ad valorem taxes owed to the City must be paid before the delinquency date. The property owner must submit proof of payment with their application and meet all additional requirements outlined in the Baytown Revitalization Incentive Zone Guidelines.
4. Staff will review the application and all supporting documentation upon submission.
5. Late refund requests will not be considered.