Dear Applicant/Owner:

Please use this to guide you through the RIZ process. The Community Development Division may require you to provide additional information not listed. Once you have been certified you can apply for your building permits. If you have any questions, please call Community Development at 281-420-5390.

**Attach the following information with your completed RIZ application:**

1. Proof of Ownership: A Deed or Warranty Deed for the proposed site for which an 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 the RIZ application and all supporting documentation. Once eligibility is determined, a letter of receipt will be mailed to you. If your receipt letter requests an additional office consultation, please call to schedule the meeting. You will need to bring any of the above items that were not attached to your application as well as other documents concerning your project, ownership and/or cost.

**After applying for the RIZ:**

1. If found eligible, you will be notified and a certification will be submitted on your behalf, by the Community Development Division, to the Permit Counter. The certification will provide proof that your project is eligible for permit fee and impact fee waivers. If applying for Program 2, you will be required to sign a Tax Refund Agreement with the City of Baytown (prior to the certification being submitted to the Permit Counter on your behalf).
2. In order to receive your permits, the Chief Building Official and/or Planning Department may require additional information regarding your project.
3. The Permit Counter will notify you when your permits are ready to be picked up.

**After Project Completion (in order to receive the Program 2 incentives):**

1. Schedule an office consultation with the Community Development Division.
2. Provide a Certificate of Completion for the project for which the Program 2 incentives are sought.
3. Pay the property ad valorem taxes prior to the delinquency date on an annual basis.
4. Submit proof of payment and a request for a refund in the subsequent tax year to the Community Development Division.
5. A refund check will be mailed to the property owner.
6. Late refund requests will not be considered.
CITY OF BAYTOWN
REVITALIZATION INCENTIVE ZONE (RIZ)
Application

I. OWNER INFORMATION (Please Print)
Owner Name: __________________________________ Email: __________________________________
Address: _____________________________________ City: ____________ State: ______ Zip: ____________
Phone: _______________________________ Fax: ___________________________________________
Applicant Name (if different): _________________________ Email: _______________________________
Address: _____________________________________ City: ___________________ State: _____ Zip: _______
Phone: ___________________________________ Fax: __________________________________________
Applying for: □ Program 1: Basic Incentive □ Program 2: Tax Refund Incentive

II. PROJECT ELIGIBILITY
List the address and legal descriptions of the proposed project in Table 1A. List any other properties the owner or applicant owns in Baytown in Table 1B. Attach metes and bounds description if no address or legal description is available. Attach a map showing the location of the project.

Table 1A – Proposed Project

<table>
<thead>
<tr>
<th>Address of Improvement (Project Location)</th>
<th>Zip Code</th>
<th>Legal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

Table 1B – Additional Properties (attached another sheet if necessary)

1. For the property listed in Table 1A, please check the box(es) below to indicate if:

□ Owner/applicant owes a debt to the City of Baytown (taxes, liens, etc.)
□ The property received assistance through the City's Owner-Occupied Housing Rehabilitation Program or within five years of the commencement of the improvement for which an RIZ incentive is sought;
□ The proposed improvements are subject to a Chapter 380 Economic Development Agreement with the City of Baytown;
□ The proposed improvements are subject to a Tax Abatement Agreement with the City of Baytown; and/or
□ The proposed improvements are applicable to properties which have received assistance through the City of Baytown's Façade Program within five years of the commencement of the improvement for which an RIZ incentive is sought.

August 2014
2. Is the proposed project type (check all that applies):
   - Single Family
   - Multi-family Units
   - Commercial
   - Industrial
   - Mixed Used
   - Livable Centers
   - Owner Occupied
   - Rental Property

3. Please describe the proposed Project:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

4. If your project is a commercial, industrial, or mixed-use project, please describe the type(s) of business(es) that is/are being proposed:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

5. Is this a new construction or improvement to existing project?
   - New Construction
   - Improvement to existing project

6. What is the estimated cost of your proposed project? $ ___________________

7. Will the eligible improvement* be equal to at least 20% of the current Harris County Appraisal District (HCAD) assessed value of the structure?  
   - Yes  
   - No

*Eligible improvement includes only physical development to real property. It does NOT include: personal property such as furniture, appliances, equipment, and/or supplies. Total eligible improvement costs shall be equal to or exceed 20% of the HCAD appraised value of the improvements during the year rehabilitation occurs.

8. What is the total square footage of your improvement/project? __________________ sq. ft.

9. What is the anticipated completion date of the proposed project? ___________________________

10. How did you hear about this opportunity? ______________________________________________
III. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. CERTIFICATION WILL BE DENIED IF ALL REQUIRED DOCUMENTS SHOWN IN THE ABOVE CHECKLIST IS NOT SUBMITTED WITHIN 14 DAYS OF THE DATE OF APPLICATION. IF WE DO NOT HEAR FROM YOU WITHIN 14 DAYS OF THE DATE OF THE APPLICATION, YOUR REQUEST WILL BE DENIED (BASED ON AN INCOMPLETE APPLICATION) AND YOU WILL RECEIVE NO FURTHER CORRESPONDENCE FROM THIS OFFICE.

IV. YOU MUST APPLY FOR PROGRAM II BEFORE ANY BUILDING PERMITS ARE ISSUED FOR YOUR PROPERTY AND BEFORE ANY IMPROVEMENTS ARE MADE TO YOUR PROPERTY. IT COULD TAKE 15 TO 30 BUSINESS DAYS TO COMPLETE PROGRAM II AGREEMENT APPROVAL PROCESS AFTER THE ISSUANCE OF RIZ CERTIFICATION (DEPENDING ON THE COMPLEXITY OF YOUR PROJECT). ALL RIZ CERTIFICATIONS FOR INCENTIVES EXPIRE 5 YEARS AFTER THE CERTIFICATION DATE.

V. ACKNOWLEDGMENTS: I hereby certify that the information provided is true and accurate to the best of my knowledge. I hereby acknowledge that I have received a copy of RIZ Program Guidelines, which governs the granting of tax refunds and fee waivers, and that any VIOLATION of the terms of the RIZ guidelines or MISREPRESENTATION shall constitute grounds for rejection of an application or termination of incentives at the discretion of the City of Baytown.

I UNDERSTAND THAT THE APPROVAL OF FEE WAIVERS AND OTHER INCENTIVES SHALL NOT CONSTITUTE APPROVAL OF ANY ASPECT OF THE PROJECT. I UNDERSTAND THAT I AM RESPONSIBLE FOR OBTAINING ALL REQUIRED PERMITS AND INSPECTIONS FROM THE CITY AND IN ENSURING THE PROJECT IS LOCATED IN THE CORRECT ZONING DISTRICT. IT IS STRONGLY SUGGESTED YOU MEET WITH A MEMBER OF THE PLANNING/BUILDING DIVISION PRIOR TO APPLICATION.

PRINT OR TYPE APPLICANT NAME                     AUTHORIZED SIGNATURE                     DATE

Please mail or fax your application to:
City of Baytown, Planning and Development Services Department
2401 Market Street, Baytown, Texas 77520
Tel: (281) 420-5390   Fax: (281) 420-5380

For more information on the RIZ or for an electronic version of the form, please visit our web site at http://www.baytown.org/business/comdev/division
# CITY OF BAYTOWN
## REVITALIZATION INCENTIVE ZONE (RIZ)
### Application

<table>
<thead>
<tr>
<th>For Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council District:</td>
</tr>
<tr>
<td>Date Application Received:</td>
</tr>
<tr>
<td>Project Type?</td>
</tr>
<tr>
<td>Certified?</td>
</tr>
<tr>
<td>Estimated project completion date?</td>
</tr>
<tr>
<td>HCAD Account No.</td>
</tr>
<tr>
<td>Façade program participant?</td>
</tr>
<tr>
<td>Previous Housing Rehab through CDBG</td>
</tr>
<tr>
<td>Tax current on this property?</td>
</tr>
<tr>
<td>Owner Verified?</td>
</tr>
<tr>
<td>If not certified, reason</td>
</tr>
<tr>
<td>Additional Comments:</td>
</tr>
</tbody>
</table>

August 2014