



**TAX EXEMPTION APPLICATION
HISTORIC PRESERVATION OFFICE
PLANNING AND INSPECTIONS DEPT.**

**City of El Paso, Texas
801 Texas Avenue
El Paso, TX 79901
915-212-1567**

I. CONTACT INFORMATION

PREAPPLICATION CONFERENCE IS REQUIRED PRIOR TO SUBMITTING APPLICATION

PROPERTY OWNER(S): _____
 ADDRESS: _____ ZIP CODE: _____ PHONE: _____
 E-MAIL ADDRESS: _____ FAX: _____
 REPRESENTATIVE(S): _____
 ADDRESS: _____ ZIP CODE: _____ PHONE: _____
 E-MAIL ADDRESS: _____ FAX: _____

II. PROJECT INFORMATION

A. PROPERTY ADDRESS: _____
LEGAL DESCRIPTION: _____
PROPERTY IDENTIFICATION NUMBER: _____
HISTORIC DISTRICT (historic designation): _____

B. TOTAL SQUARE FOOTAGE: _____

BREAKDOWN OF SQUARE FOOTAGE BY USE (ie: residential, retail, office, etc.): _____

C. CURRENT TOTAL CAD APPRAISED VALUE (attach tax statement): _____
STRUCTURE: _____ **LAND:** _____
ESTIMATED RESTORATION COST (Exhibit A): _____
PREVIOUS TAX RELIEF GRANTED TO ANY PORTION OF THIS PROPERTY? (If so, describe the type and duration): _____
IS THIS PROPERTY LOCATED WITHIN A TIF (Tax Increment Finance District) or TIRZ (Tax Increment Reinvestment Zone)? _____
 (If so, please note that you must meet the requirements of Texas Tax Code Section 311.0125 prior to receive any abatement.)

III. ADDITIONAL INFORMATION

OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):
 Printed Name: _____ Signature: _____

OWNERS'S REPRESENTATIVE FOR THE ABOVE DESCRIBED PARCEL(S):
 Printed Name: _____ Signature: _____

OFFICE USE ONLY										
CASE NO.:	_____	RECEIVED DATE:	___/___/___	ACCEPTED BY:	_____					
DETERMINATION DUE BY:	___/___/___	VERIFICATION DATE	___/___/___							
TOTAL PROJECT COST:	_____	DURATION OF TAX EXEMPTION:	_____							
YEARLY INSPECTION	1	2	3	4	5	6	7	8	9	10

REQUIRED DOCUMENTATION FOR TAX EXEMPTION APPLICATION

- APPLICATION FOR TAX EXEMPTION** - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.
- TAX STATEMENT** - Document that lists the current appraised property value. May be obtained from the El Paso County Central Appraisal District.
- SCALED DETAILED SITE DEVELOPMENT PLAN CONSTRUCTION DRAWINGS** - One (1) full size copy and one (1) copy on 8 1/2" x 11" paper of the detailed site development plans, including the following information:
- a. Legal description of the property;
 - b. Lots lines with dimensions of the areas;
 - c. Location and arrangement of structures;
 - d. Location, type, and arrangement of windows, doors, & other openings where applicable (Include a sample of each type of window or door from brochure, catalog or manufacturer);
 - e. Size and use of structures, including number of dwelling units;
 - f. Required yards and setbacks;
 - g. Proposed building materials (i.e. concrete, stucco, wood, metal);
 - h. Sample of proposed color(s) & texture (i.e. color swatch with name, manufacturer & number);
 - i. Material and product samples or cut sheets from brochure, catalog or manufacturer;
 - j. Open spaces, where applicable;
 - k. Landscaped planted areas, including square footage where applicable;
 - l. Architectural design of buildings, modifications, addition, or new construction (Include existing and proposed floor plan(s) and elevations);
 - m. Construction details and sections for roofs, walls, floor and foundation.
- CERTIFIED CITY TAX CERTIFICATE** - Certified city tax certificates may be obtained at the city's Tax Office. For any tax exemption application, delinquent taxes must be paid in full before the tax abatement may proceed.
- CERTIFICATE OF APPROPRIATENESS/ADMINISTRATIVE REVIEW APPROVAL** - Historic review and approval for all proposed exterior and/or interior work must be obtained prior to submitting an application for tax exemption. Historic review application forms are available at the City Development Department and may also be downloaded from the city of El Paso website.
- COST ESTIMATES OF PROPOSED PROJECT - Exhibit A** - List each item of work and the cost of each item.
- PROPOSED CONSTRUCTION SCHEDULE** - not to exceed three (3) years, that includes the projected construction start and completion dates of the restoration or rehabilitation
- PROOF OF OWNERSHIP** - One (1) copy of a certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application for tax exemption is the current property owner.
- PHOTOGRAPHS** - Color photographs showing current conditions of the site and structures.
- AFFIDAVIT OF HISTORIC SIGNIFICANCE** - Statement describing the historic significance of the site in need of tax relief.
- STATEMENT OF UNDERSTANDING** - Certification by the applicant that all the information on this application is correct and that the program regulations have been understood.
- AUTHORIZATION TO CITY FOR ENTRY & INSPECTION** - Written authorization to allow city officials to enter and inspect the site at reasonable times to determine that the site in question is in substantial need of restoration or rehabilitation, and to allow city officials to enter and inspect the site during and upon completion of construction, and if the exemption is approved, to allow entry by city officials to inspect the site during the entire time period for which the tax exemption is granted.
- STATEMENT OF PROPOSED USE** - Detailed statement of the proposed use for the site



IV. STATEMENT OF UNDERSTANDING

I certify that the information on this application is correct.

I authorize city officials to visit and inspect the property as necessary to certify eligibility and verification for a tax abatement.

I acknowledge, have read, and understand the program regulations, and that I will not receive an abatement until all the program requirements have been met and a statement of completion is accepted and verified by the HPO.

I understand that all rehabilitation work must be completed within three (3) years after the date of determination of eligibility by the city.

I understand that if I fail to maintain the site and the improvements throughout the time period granted for the exception in the same or better condition as when originally verified as complete by the HPO, the tax exemption may be ceased.

Property Owner's Printed Name

Property Owner's Signature

ACKNOWLEDGEMENT

THE STATE OF TEXAS

COUNTY OF EL PASO

This instrument is acknowledged before me on this _____ day of _____, 20____, by

_____, as Applicant.

(Seal)

Notary Public, State of Texas
Signature

Printed or Typed Name

My Commission Expires:

EXHIBIT A: DETAILED COST ESTIMATE OF REHABILITATION/RESTORATION



**TYPE OF WORK: DESCRIBE PROPOSED SCOPE OF WORK IN DETAIL.
ADDITIONAL PAGES MAY BE SUBMITTED.**

	AMOUNT
Structural/Foundation:	\$
Windows/Doors:	\$
Porch:	\$
Roof:	\$
Façade Treatment:	\$
Landscaping/Fencing:	\$
Other:	\$
TOTAL	\$

