

# Harris County Historic Site Tax Exemption

This application, including outline for impact statement, should be filed no less than 90 days prior to the beginning of construction or the installation of equipment. This application will become part of the Tax Exemption Agreement and any knowingly false representations will be grounds for the voiding of the agreement. An original copy of this request should be submitted to Harris County Budget Management Department, Office of Economic Development, 1001 Preston, Suite 500, Houston, TX 77002.

## Part I - Applicant Information

Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Company Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Annual Sales: \_\_\_\_\_ State Incorporated in: \_\_\_\_\_

Houston/Harris County Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Number of Employees: \_\_\_\_\_ Years in Harris County: \_\_\_\_\_

Legal Counsel Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Corporation  Partnership  Proprietorship

*Attach a description of the Applicant Company, including a brief history, corporate structure, and business plan and annual statement, if available.*

## Part II - Project Information

Project Location Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal Description (attach a Plat Survey and Metes and Bounds description):

\_\_\_\_\_ County: \_\_\_\_\_

School District: \_\_\_\_\_ College District: \_\_\_\_\_

Tax Acct. Numbers: \_\_\_\_\_

*Attach map showing project location and any additional information i.e., historic pictures and proposed restoration depictions*

Project Description:  Restoration and New Construction  Restoration Only

*Attach statement fully explaining project, describe existing site and improvements, describe all proposed improvements and provide list of improvements and equipment for which exemption is requested.*

Has an Application for Historic Site Designation been made with Harris County Historical Society or with the City of Houston?  Yes  No Designation Date: \_\_\_\_\_

By: \_\_\_\_\_

## Site Development

Primary Utilization of Facility:

Hotel  Entertainment  Restaurant  Mixed Use

Office Bldg.  Retail  Low-Income Housing

Describe primary utilization of Facility: \_\_\_\_\_

*Describe market target, and provide market studies, business plans, or other materials demonstrating economic feasibility of the facility.*

**PART III - ECONOMIC INFORMATION**

Construction Estimate:

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Contract Amount: \$\_\_\_\_\_

Peak Construction Jobs: \_\_\_\_\_ Construction Man-Years: \_\_\_\_\_

Economic Life of Facility

Estimated current economic life of structure: \_\_\_\_\_years Added economic life from modernization: \_\_\_\_\_

Permanent Job Creation/Retention:

Current employment:\_\_\_\_\_ Jobs to be Retained:\_\_\_\_\_ Jobs created at opening:\_\_\_\_\_ Opening: 20\_\_\_\_\_

<b>Estimated Appraised Value On Site</b>	<b>Land</b>	<b>Improvements</b>	<b>Personal Property</b>
Value on January 1 preceding exemption			
Estimated value of new eligible investment			
Estimated value of properties not subject to exemption			
Estimated value of property subject to ad valorem tax at end of exemption period			

**Company Representative to be Contacted:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

**Authorized Company Official:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

**Lead Contact:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

## **Outline for Impact Statement of Historic Site Restoration Exemption Proposal**

### I. Introduction of the Company

- a. Who you are
- b. What you do
- c. Where you do it
- d. When, where you started
- e. State of incorporation
- f. Officers in the company
- g. Provide copy of annual report/submission to Dun & Bradstreet or other Credit Reporting Agency

### II. Reasons for seeking exemption. Include any special considerations.

### III. Describe the project

- a. Facts about the proposed site (acreage, cost, location, ownership).
- b. Type and value of proposed improvements (budget, list of fixed in place equipment to be included in the project).
- c. Project timeline--construction start date and end date.
- d. Environmental impact information must be provided
- e. All other governmental assistance/incentives being requested or already approved for the project.

### IV. Jobs

Provide information on the projected job creation associated with the project, including: (1) new employee needs; e.g. skilled vs. non-skilled, level of education, experience, etc; (2) proposed pay scale; (3) any training which the company will provide to its new employees; and (4) upward mobility opportunities, career tracks, etc. available to less educated and experienced workers.