Print Form

Application for Green Building Tax Abatement in Harris County, Texas

Instructions

Applicants and projects must meet the requirements established by the Guidelines and Criteria for Granting Tax Abatement in a Reinvestment Zone Created in Harris County ("The Guidelines"). The Guidelines provide detail on eligible facilities, eligible and ineligible improvements, governing regulations, and economic qualifications.

Applicant Information

In additional to the factors outlined in The Guidelines, an additional consideration is an applicant's financial capacity. Established companies for which public information is available, or a wholly owned subsidiary or operation division of such a company, must include with the application a copy of the latest annual report to stockholders. Privately-owned and newly-formed companies are to provide a copy of the most recent audited financial statements, documentation of the date and location of incorporation, bank references (including officer name and telephone number), and accountant and attorney references (names of firms and contact telephone numbers). Newly-formed companies must also furnish a copy of the business plan and substantiation of financing commitments from a lender and/or venture capitalist.

All applicants are to provide information regarding name, title(s), physical and mailing addresses, of the authorized officers who will execute agreement on behalf of applicant (and owner, operator, lessor, lessee, where applicable)

Economic Information

(For use in completing Part III on page 2 of Application)

Estimated Appraised Value on Site **-** The value January 1 preceding abatement should be the value established by the Harris County Appraisal District. If the applicant must estimate value because the taxable value is not known or is combined with other properties under a single tax account, please state. *To qualify, the abated properties must be expected to result in an addition to the tax base of at least $1,000,000 for "platinum" to $10,000,000 for basic "certified" upon completion based on the level of LEED certification.* Projections of value should be a "best estimate" based on taxability in Texas.

Application for Green Building Tax Abatement
-Harris County, Texas-

A completed original of this application, including supporting documentation of project has been registered with the U.S. Green Building Council, narrative impact statement, *and a $1000.00 application fee (non-refundable)* must be submitted to Harris County Community Services Department, Office of Economic Development, 8410 Lantern Point Dr., Houston, TX 77054. This application will become part of the Green Building Tax Abatement Agreement and any knowingly false representations will be grounds for terminating the application and/or voiding the agreement. The County will forward copies to other taxing jurisdictions, as may be required by Texas statute.

PART I - APPLICANT INFORMATION **Application Date _____/ _____/ _____**

Company Name: _____

Headquarters Address: _____ City: _____ State: _____ Zip: _____

Local Address: _____ Zip: _____ Annual Sales: _____

Local Phone Number: _____ State of Incorporation: _____ Years in Harris County: ____

Fax Number: _____ E-mail: _____

PART II - PROJECT INFORMATION

Location Address: _____ City: _____ Zip: _____

Key Map #: _____ School District: _____ College District: _____

Legal Description*: _____ County: _____

Tax Acct. Numbers: _____ NAICS #: _____

Applicable LEED Green Building Rating System and Version on Which the Certification Will be Based:

Rating System: _____ Version: _____

Level and Number of Points of LEED Rating System at Which Applicant Expects Certification:

Level: _____ Number of Points: _____

Building or Structure Information:

Expected Date of Occupancy: _____ Gross Square Footage: _____

Proposed Use: _____

Proof that Project Has Been Registered with the U.S. Green Building Council:

Proof of Registration: _____

Information on LEED Accredited Professional Assigned to the Design Team for the Project (If Applicable):

Name of LEED Accredited Professional:

Telephone: _____ Fax: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

**** Attach plat survey, with a metes & bounds description, for project site.***

Attach statement fully explaining project, describe existing site and all proposed improvements, provide complete "Investment Schedule/Budget" detailing improvements (line item) for which abatement is requested.

PART III - ECONOMIC INFORMATION

Construction Estimate:

Start Date _____/_____/_____ Contract Amount $ _____

Completion Date _____/_____/_____

Estimated Appraised Value On Site	**Land**	**Improvements**	**Total**
Value on January 1 preceding abatement (Per Harris County Appraisal District Records and Account Number)	$	$	$
Estimated value of new abatable investment: Building Estimated value of new abatable fixed and in place Machinery and Equipment		$ $	$ $
Estimated value not subject to abatement (e.g., Inventory)		$	$
Estimated value of property subject to ad valorem tax at end of abatement		$	$

Company Representative Authorized For Contact:

Name: _____

Title: _____

Telephone #: _____

Authorized Company Official:

Authorized Signature:_____

Name: _____

Title: _____

Telephone #: _____

Narrative
(to Accompany Application)

I. Introduction of the Company
   a. Describe the Company's business activities, locations, primary markets, history (when and where incorporated), headquarters location, parent or subsidiary companies in the form of limited partnerships or limited liability companies with a complete diagram showing names, ownership percentages, and which ones will be active and in what capacity concerning this project.
   b. Names of chief officers
   c. Provide copy of annual report or financial statements, as detailed in "Instructions."

II. Describe the project
   a. Facts about the proposed site (acreage, cost, location, ownership).
   b. Type and value of proposed improvements (construction budget in line item form, 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, noting any anticipated impacts of the project on the environment, including, but not limited to, water quality, storm water and runoff, floodplain and wetlands, solid waste disposal, noise levels and air quality. Further, include history of environmental compliance by company as required in Guidelines and Criteria.
   e. All other governmental assistance/incentives being requested or already approved for the project, (e.g. Industrial Development Bonds, Smart Jobs Funds).

III. If leasing property, please attach copy of lease. If company owns or is purchasing land, please attach copy of deed or executed contract-option to purchase.

APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL ALL REQUIRED INFORMATION HAS BEEN SUBMITTED

Checklist

Contents of Complete Application Package for Harris County Green Building Tax Abatement

Applicants and projects must meet the requirements established by the Guidelines and Criteria for Granting Tax Abatement in a Reinvestment Zone Created in Harris County ("The Guidelines"), facilities, eligible and ineligible improvements, terms and economic qualifications. Conformance with all sections is the basis for determination of initial eligibility and for favorable consideration by Commissioners Court. As detailed in The Guidelines, these components comprise a "Completed Application."

1. ***Harris County Application Form –*** Original signed by company officer with an application fee of $1000.00 (non-refundable) check attached made to Harris County Community Services, Office of Economic Development.

2. ***Narrative –*** Completed in accordance with template at end of application.

3. ***Investment Budget –*** detailing components and costs of the real property improvements and fixed-in-place improvements for which tax abatement is requested, including type, number, economic life, and eligibility for a tax exemption granted by the Texas Commission on Environmental Quality ("TCEQ") (if known).

4. ***Plat survey and metes & bounds description*** – Also "Key Map" reference

5. ***Project timeline*** – Schedule for constructing proposed improvements;

6. ***Financial information*** –

    - **Publicly traded company** (including wholly owned subsidiary or operation division): most recent annual report to stockholders.

    - **Privately-owned company**: most recent ***audited financial statements,*** documentation of the date and location of incorporation, bank references (including officer name and telephone number), and accountant and attorney references (names of firms and contact telephone numbers).

    - **New venture:** Business plan and financing commitment from lender and/or venture capitalist; plus bank references (including officer name and telephone number), accountant and attorney references (firms and contact telephone numbers).

7. ***Certification by Harris County Tax Assessor-Collector*** that all tax accounts within Harris County are paid on a current basis.

8. ***Lease Agreement, if applicable.*** For a facility to be leased the applicant shall provide with the application the name and address of the lessor and a draft copy of the proposed lease, or option contract.