

# **CONFIDENTIAL**

## **TAX ABATEMENT APPLICATION**

Amended effective October 1, 2014

### **Please Note:**

At the time of filing an application for tax abatement, an applicant must pay a non-refundable application fee of \$1,000. Existing businesses applying for abatement under Category A are exempt from this application fee.

Section 312.003 of Chapter A of the Texas Tax Code provides that:

Information that is provided to a taxing unit in connection with an application or request for tax abatement under this chapter and that describes the specific process or business activities to be conducted or the equipment or other property to be located on the property for which tax abatement is sought is confidential and not subject to public disclosure until the tax abatement agreement is executed. That information in the custody of a taxing unit after the agreement is executed is not confidential under this section.

Persons in possession of this Application are reminded of this provision of the law and should restrict access to this document accordingly.

# Instructions for Completing the Application Form

The application form consists of questions that, when answered, will provide the Montgomery County Commissioners' Court with:

- (1) General information regarding your proposal and the property in question.
- (2) Information concerning objectives of applicant.
- (3) Information concerning economic, financial and physical impact on Montgomery County.

**Please complete all questions.** We recommend that you review the Montgomery County Guidelines and Criteria for tax abatement prior to completing the application form. Should you have any questions or concerns please contact the County Tax Assessor-Collector.

## **Special Notes:**

**Questions 1 - 10:** Basic information relating to your proposal. (Questions 4 & 5 are applicable only if you are not the current owner of the property. If you are leasing property for which you are requesting tax abatement, Montgomery County will require both lessor and lessee to execute a tax abatement agreement.)

**Questions 11 - 15:** Describes in detail the long term improvements you intend to make to the property, the type and value of the improvements to real property (e.g., buildings, permanently installed equipment, site improvements, fixtures, etc.). Specifically excluded from tax abatement are product inventory and the underlying real property value at the time of abatement. Eligible property must have a economic life of fifteen years to be eligible for a tax abatement. Tax abatement is available only on that portion of the increase in ad valorem taxes attributable to the improvements to the property you propose to make.

**Questions 16 - 23:** Relate to the subjective criteria established by Montgomery County for granting tax abatement. Answer each question as fully as possible using additional sheets of paper when necessary. Your responses will be reviewed before making a decision on whether tax abatement should be granted and, if so, under what terms.

**Final Note:** Answering all questions and providing detailed information is critical. The County has two basic concerns that must/will be addressed prior to the granting of a tax abatement. Those concerns are increased taxable value and employment. Additional attention will be given by the County to the answers given all questions relating to these two concerns.

# APPLICATION FOR TAX ABATEMENT FOR MONTGOMERY COUNTY

[CONFIDENTIAL INFORMATION - Texas Property Tax Code, Chapter 312, Subchapter A, Sec. 312.003]

<b>1.</b>	<b>Applicant(s):</b>				
	[Attach a financial statement of each Applicant showing financial capacity to complete the proposed project].				
	<b>Applicant's Status:</b>	<b>Individual:</b>	<b>Corporation:</b>	<b>Partnership:</b>	
	<b>Mailing Address:</b>				
	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Telephone No:</b>	
<b>2.</b>	<b>Contact Person or Agent:</b>				
	<b>Mailing Address:</b>				
	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Telephone No:</b>	
<b>3.</b>	<b>Name and Address as currently shown on Tax Roll</b>				
	<b>Address:</b>				
	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Telephone No:</b>	
	<b>a) Is Applicant purchasing this property?</b>	<b>Yes</b>	<b>No</b>	<b>b) Will tax abatement effect purchase?</b>	<b>Yes</b> <b>No</b>
	<b>c) What is the purchase price?</b>	\$			
<b>4.</b>	<b>All property Owners having an interest in the Property, and their respective interests (except mineral and/or royalty interest only): [For corporate and partnership Applicants, attach full listing of names, addresses, and telephone numbers of officers, directors, shareholders and partners.]</b>				
	<b>Mailing Address:</b>				
	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Telephone No:</b>	
<b>5.</b>	<b>Property Owner's Agent</b>				
	<b>Mailing Address:</b>				
	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Telephone No:</b>	
<b>6.</b>	<b>Business Address:</b>				
	[Attach legal description, plat and project site plan illustrating layout and designs for structures, landscaping, signage, parking and internal circulation:]				
<b>7.</b>	<b>Description of Project:</b>				
	<b>a) Is this an expansion of an existing facility?</b>	<b>Yes</b>	<b>No</b>		

8.	Is the property located within the boundaries of a municipality?	Yes	No	Is the property located within the extraterritorial jurisdiction of a municipality?	Yes	No	
	If Yes - Name of Municipality:						
9.	List Taxing Jurisdictions that govern the location of the proposed abatement request:						
	a)			e)			
	b)			f)			
	c)			g)			
	d)			h)			
10.	Estimated project construction dates:	Beginning:		Ending:			
	Taxable value of any existing property and improvements for tax year immediately preceding date of this application:						
	a) Real Property Value: \$			c) Improvement Value: \$			
	b) Personal Property Value: \$			d) TOTAL VALUE: \$			
	Property Account Number(s):						
11.	Uses of property and facility:						
	a) Present use:						
	b) Intended use:						
	c) Is property currently receiving a reduction in taxable value for special use or exemptions?					Yes	No
	If Yes, explain and include estimated \$ value reduction:				\$		
	d) Will property or improvements qualify for a reduction in taxable value due to special use or exemption?					Yes	No
If yes, explain and include estimated \$ value reduction:				\$			
12.	What is the total estimated value of the real property and proposed improvements <u>after</u> completion of the project? (Include taxable and abated value)				\$		
13.	What is the estimated unabated value of the fixed machinery, equipment, inventory, and personal property that will be on site after completion of the project? Note: Only include property that will not be abated.						
	Fixed Machinery and Equipment:				\$		
	Inventory:				\$		
	Other Personal Property (Furniture, etc.)				\$		
14.	What is the economic life of the proposed improvements?				Years		
15.	Jobs/Employment:					Yes	No
	a) Will the project stimulate desirable concentrations of employment of commercial activity?					Yes	No
	b) Will the project create or retain permanent jobs in Montgomery County?			Yes	No	Number of Jobs?	
	How many are new jobs?			How many are retained jobs?			
	c) Will the newly created jobs be filled by persons residing or projected to reside in Montgomery County?					Yes	No
	d) Estimated Annual Payroll: \$		Estimated full-time jobs: #		Estimated part-time jobs: #		

16.	Will the project make a substantial contribution to redevelopment efforts or special area plans by enhancing either functional or visual characteristics, e.g., historical structures, traffic circulation, parking facades, materials, signs, etc.?	Yes	No
	If Yes - Describe:		
17.	Is the project in an area which might not otherwise be developed because of constraints of topography, ownership patterns, site configuration, etc.?	Yes	No
	If Yes - Describe:		
18.	Will the project serve as a prototype and catalyst for other development?	Yes	No
	If Yes - Explain:		
19.	Will costs be incurred by Montgomery County to provide facilities or services directly resulting from the new improvements?	Yes	No
	If Yes - Explain:		
20.	What are the types and values of public improvements that will result from the project?		
	Type:	\$	Type: \$
	Type:	\$	Type: \$
21.	Will the proposed improvements compete with existing businesses to the detriment of local economy?	Yes	No
	If Yes - Explain:		
22.	Will the proposed improvements stimulate existing local businesses?	Yes	No
	If Yes - Explain		
23.	If within an incorporated community's limits or extraterritorial jurisdiction, have you discussed your plans with the municipal administration to determine if there are any ordinances with which you must comply?	Yes	No
	<p>Applicant understands that the Montgomery County Commissioners Court will approve or disapprove Applicant's request for tax abatement, in its sole discretion, based on information contained herein, and on any other information made available to the Commissioners Court. Applicant understands and agrees that the \$1,000 application fee is not refundable for any reason. Applicant states that the information contained herein is true and correct and complete, and if the request is approved, applicant is willing to execute a tax abatement as required by Montgomery County. It is further agreed and understood by applicant that the information contained in this application that qualifies as Confidential Information in the Texas Property Tax Code, Chapter 312, Subchapter A. Sec. 312.003, will be reviewed and kept confidential by: The Montgomery County Commissioners Court, the Tax Assessor/Collector(s), and the Chief Appraiser for the Montgomery Central Appraisal District.</p>		
		Applicant's Printed Name	Title
		Signature	Date