Application for Neighborhood Empowerment Zone (NEZ)

Issued under authority of Ordinance 2023-O-223, as amended.

CITY USE ONLY	
Application No.	Date Received
Improvement Type	Other

Please refer to Section 2.09 of the City Ethics Code (Prohibited Interest in Contracts) for complete information. If you have any questions, please contact the City Attorney's Office to request to speak with the Ethics Compliance Officer at (956) 791-7319.

PART 1: ETHICS CERTIFICATION (Applicant must complete Part 1)

By checking this box, You as the Applicant certify that should the answer to any of the following be '***Yes***', this application for assistance through the City of Laredo Neighborhood Empowerment Zone (NEZ) Program will require this application be referred to the City Attorney's Office for review and determination on whether your project would violate any of the applicable provisions of the City of Laredo Code of Ethics. You also certify that you are not aware of any fact(s) with regard to this application that would raise a "conflict of interest" issue under Section 2.01 of the City Ethics Code for any city official or employee. **WARNING: THIS IS A GOVERNMENT DOCUMENT TEXAS PENAL CODE, SECTION 37.10 SPECIFIES PENALTIES FOR MAKING FALSE ENTRIES OR PROVIDING FALSE INFORMATION IN THIS DOCUMENT.**

Currently, or within the past twelve (12) months have you, a spouse, sibling, parent, child, or other family member within the third degree of consanguinity or second degree of affinity, served as a City of Laredo official or employee? ☐ **Yes** ☐ **No**

Currently, or within the past twelve (12) months, has an owner, partner, or employee of a business entity in which you, your spouse, parent, child own 10% or more of the voting stocks or shares, or 10% or more of the fair market value served as a city official or employee? ☐ **Yes** ☐ **No**

If Yes, Please list Name(s) and Relationship to Officials or Employees.	If Yes, Please list Dates of Service of Officials or Employees.

I certify that, to the best of my knowledge, the information contained in Part 1 of this application is complete and accurate.

Assessor's Signature **(MUST BE APPLICANT)**	Date

Incomplete applications will not be processed for certification until all required documents are submitted within 30 days after the application is received. You must apply for tax abatement before any building permits are issued for your property and before any improvements are made to your property. It takes 30-60 business days to complete the Tax Abatement Agreement approval process after the issuance of the NEZ Certification depending on the complexity of your project. All building permits must be pulled within the 12 month period that certification was approved, or within 12 month period that the tax abatement was approved or you will be required to re-apply for NEZ incentives.

PART 2: OWNER/DEVELOPER/APPLICANT INFORMATION (Applicant must complete all fields)

Owner/Developer/Applicant Name

Type of NEZ ☐ New Construction ☐ Rehabilitation

Expedited Review? ☐ Yes ☐ No *If 'Yes', see Page 3

Project Property Street Address

Current Webb CAD Assessed Real Property Value at Time of Application

$

City	State	ZIP Code

Total Cost of Development (in dollars):

$

Is the Applicant the Owner of the Project Property?

☐ Yes ☐ No ☐ I Do Not Know

Is the facility owned or rented by occupants? ☐ Owned ☐ Rented

Property Description: **Subdivision Name** (If Applicable)

Type of Property (check one)

☐ Single Family ☐ Duplex ☐ Mixed-Use

Property Description: **Lot No. & Block No.**

☐ Commercial ☐ Apartment - No. of Units _____

Total Square Footage of Proposed Project	Current Zoning Designation of Project Property	Will a Zone Change be Required? ☐ Yes ☐ No

Identify who will complete the work

☐ Licensed Contractor ☐ Other _____

Type of Business being Proposed (Commercial & Mixed-Use Only) **If Applicable**

Describe the general nature and extent of the new construction or rehabilitation to be undertaken. For rehabilitation only, include Breakdown of Investment Costs. Use attachments if necessary. **PLEASE PROVIDE 11" X 17" DRAWING**

Timetable for undertaking and completing the rehabilitation or construction of the facility.

Begin Date	End Date	Additional Timeline Information

CITY OF LAREDO
ECONOMIC DEVELOPMENT

City of Laredo Notes:

PART 3: OWNER/DEVELOPER/APPLICANT CERTIFICATION

Contact Name			
Contact Telephone Number	Contact Email Address		
Owner/Developer/Applicant Name			
Owner/Developer/Applicant Telephone Number	Owner/Developer/Applicant Email Address		
Owner/Developer/Applicant Mailing Address	City	State	ZIP Code

I hereby certify that the information provided is true and accurate to the best of my knowledge.

I understand that the approval of fee waivers included those waived under expedited fee waiver process, and other incentives shall not be deemed approved of any aspect of the project and that the application must be ratified by the City Council. I understand that I am responsible in obtaining required permits and inspections from the City and in ensuring the project is located in the correct zoning district. If denied by City Council I understand that I am responsible for all fees previously waived.

City Council retains sole authority to approve or deny any tax abatement agreement, permit fees waivers all applications certified under the expedited Building Permit fee waiver

Applicant Signature **(Must be Applicant)**	Date

PART 4: PROJECT DETAILS & ELIGIBILITY

Please list ALL properties currently owned by the Applicant. Attach metes and bounds description if no address or legal description is available.

Address Zip Code Lot No. Block No.

For Each Property Listed, are there any past due taxes?

☐ Yes ☐ No

For Each Property Listed, are there any City Liens?

☐ Yes ☐ No

Have the Applicant, Owner, Developer, Associates, Agents or Principals been subject to an Order of Demolition where the property was demolished within the last 5 years?

☐ Yes ☐ No

In which Council District is the Project Address Located?

In which NEZ District Map is the Project Address Located?

Please use the following table to provide a detailed cost estimate of the proposed Capital Investment. (Attach additional sheets if necessary)

Item Description	Price
Demolition	
Roof Repair/Replacement/Installation	
Mechanical (HVAC)	
Electrical	
Plumbing	
Flooring (Carpet, Tile, etc)	
Interior Improvements	
Foundation	
Materials	
Exterior Improvements Landscaping	
Other	
Other	
Other	
Total	0

*****Capital investment includes only real property improvements such as new facilities and structures, site improvements, facility expansion, and facility modernization. Capital Investment DOES NOT include land acquisition costs and/or any existing improvements, or personal property (such as machinery, equipment, and/or supplies or inventory).**

CITY USE ONLY: *I certify that I have reviewed this application for complete and accurate information and determined that the subject property is located within a qualified Neighborhood Enterprise Zone.*

I certify this application meets the requirements as outlined by Public Act 147 of 1992 and hereby request the State Tax Commission issue a Neighborhood Enterprise Zone Certificate.

City Staff Signature Date

CITY OF LAREDO
EXPEDITED NEIGHBORHOOD EMPOWERMENT ZONE (NEZ) WAIVER

Certification Process

A. In order for a property owner/developer to be eligible to apply for an expedited building permit fee waiver for an NEZ project under this Section, the property owner/developer MUST:
   i. Submit a complete application to the City of Laredo Economic Development Department with all required documentation;
   ii. Not be delinquent in paying property taxes for any property owned by the owner/developer or applicant;
   iii. Not have any City liens filed against any property owned by the applicant or property owner/developer, including the subject project property.

B. The Economic Development Department will review all NEZ applications for accuracy and completeness

C. Once the Economic Development Department determines that the application is complete, the Director, or their designee, will certify the property owner/developer's eligibility to receive an expedited building permit fee waiver. Ineligible applications will be denied. Once an applicant's project is certified, the application will be referred to the City Manager's Office for final approval of the application. **Approval of the application and certification shall not be deemed to be an approval of any aspect of the project.**

D. City Council retains the sole authority to approve or deny any tax abatement agreement, permit fee waivers, and all applications certified under the expedited building permit waiver.
Should the City Council deny an application that was certified under the expedited building permit fee waiver, the applicant will be responsible for paying any fees previously waived.

Applicant Signature (Must be Applicant) Date

Instructions for Completing
Application for Neighborhood Enterprise Zone (NEZ) Certificate

The Neighborhood Enterprise Zone (NEZ) Exemption Certificate was created by Ordinance 2023-O-223. To qualify for this certificate, the subject property must be located within an established NEZ. Applications for a certificate of exemption are filed, reviewed, and approved by the City of Laredo Economic Development Department and Building Department, but also are subject to review and either approval or denial by the Laredo City Council.

1. **Owner/Developer/Applicant Application Checklist**
   Please Provide the Following Documentation

   ☐ A Completed Application Form

   ☐ Detailed Line Item Budget Showing the Cost-Breakdown for the Project

   ☐ Proof of Ownership (such as a warranty deed, affidavit of heirship, or a probated will **OR** evidence of site control.) **A Registered Warranty Deed is Required for a Tax Abatement Application.**

   ☐ A Reduced 11" x 17" Floor Plan or Site Plan with a Written Detailed Project Description

   ☐ **Non-Refundable Application Fee**

   - Residential - $100.00 per house
   - Multi-Family - $1,000
   - Commercial - $1,000
   - Mixed-Use - $1,000

   Please remit payments to the City of Laredo Building Department located at 1413 Houston St.

2. Any questions concerning the completion of this application should be directed to the City of Laredo Economic Development Department. Additional information on the NEZ program can be found at **www.cityoflaredo.com/departments/economic-development**

3. **For faster service, email the completed application and required documents to nez@ci.laredo.tx.us**
An additional submission option is to deliver the completed application and required documents to:

City of Laredo Economic Development Department
City Hall, 3rd Floor
1110 Houston St
Laredo, Texas 78040

Application Deadline
The City of Laredo must receive complete applications **AND** receive proof of payment of Non-Refundable Application Fee before processing of the Application. Incomplete Applications are valid for six (6) months from the date the Non-Refundable Application Fee is paid.

If you have questions, or need additional information or sample documents, email **alozano1@ci.laredo.tx.us** or **apruneda2@ci.laredo.ts.us**, or call 956-791-7397.