

Process Guide for Neighborhood Revitalization Program

Application Process

Before improvements/construction begins:

- Complete and submit Part 1 of the application to the CD&H office.
- Provide a copy of the Property Deed.
- Provide a copy of the most recent paid tax receipt.
- Provide any drawings and/or detailed listings of all proposed improvements.
- Provide a listing of estimated costs for all proposed improvements.
- Provide a copy of applicable building permits.

When the CD&H office has received all of the above:

- A letter will be sent to the application with a decision for denial or approval.
- A letter and a copy of Part 1 of the application will be sent to the County Clerk and County Appraiser notifying them of an approved application.
- A letter and a copy of Part 1 of the application will be sent to the City's Building Services department to verify the project commencement and to monitor the project.
- A letter and Part 2 of the application will be sent to the applicant.

Closeout Process

When the project is complete:

- Complete and submit Part 2 of the application to the CD&H office.
- Provide a copy of costs, receipts, etc. for the project. **Note:** The minimum improvement investment required for residential projects is \$5,000; \$10,000 for commercial projects.
- Provide a copy of the Certificate of Occupancy (for new construction projects) or a Final Inspection (rehabilitation projects) document issued by the City's Building Services department certifying the project is complete and approved.

Once the CD&H office has received all of the above:

- A letter and a copy of Part 2 of the application will be sent to the applicant notifying them of a completed project.
- A letter and a copy of Part 2 of the application will be sent to the County Clerk and County Appraiser notifying them of a completed project for further processing.
- A letter and a copy of Part 2 of the application will be sent to the City's Building Services department to verify a completed project.

Tax Rebate Process

Once the county has received notice of a completed project:

- The county will re-assess the property value after all improvements have been made.
- The rebate period will begin at the end of the tax year following the project completion year (rebate will begin at the end of 2017 for projects completed during 2016).
- The rebate will be the increased amount of property taxes assessed from the improvements (property taxes increased \$100 because of improvements; \$100 will be rebated back to the owner for each of the eligible rebate periods).
- The county will issue a rebate check to the owner within 30 days of receiving full payment and processing of owed annual property taxes.