

introduction

Thank you for your interest in preserving the historic and architectural legacy of the City of Dallas. The Historic Development Program was developed to encourage the rehabilitation of historic buildings and the revitalization of neighborhoods throughout the City of Dallas. The program consists of tax abatements, conservation easements, and transfer of development rights. The Department of Development Services administers the Historic Development Program in partnership with the Dallas Landmark Commission, the Dallas Central Appraisal District, and the Dallas County Tax Assessor. The tax abatements apply only to city property taxes; not to other taxes

contacts

The following information is a summary of the Historic Development Program. For a quick overview of the incentives, see the matrix at the end of this packet, but always consult Article XI of the Dallas Development Code for details and conditions. For detailed information, please consult Article XI of the Dallas Development Code at:

http://www.dallascityhall.org/dallas/eng/html/codes.html

or contact a Preservation Planner at:

Department of Development Services

1500 Marilla 5CN

Dallas, Texas 75201

Tele 214/670-4538

Fax 214/670-0728

Additional information on the tax abatement application is at: http://www.dallascityhall.com/dallas/eng/html/historic_preservation.html

For information about Dallas Central Appraisal District, please call:

Dallas County Appraiser 2949 N. Stemmons Freeway Dallas, Texas 75247 214/631-1342

http://www.dallascad.org/

For information or questions about City of Dallas taxes, please contact:

Dallas County Tax Office 500 Elm Street, 1st Floor, Records Building

Dallas, Texas 75202

214/653-7811

http://www.dallascounty.org/html/citizen-serv/tax/taxoffice_home.html

goals

The Historic Development Program fosters the City of Dallas' vision for redevelopment, revitalization, and preservation of historic buildings. The following are the goals of the program, as well as benchmarks for its success:

- 1. Revitalize older neighborhoods.
- 2. Support private sector investment in historic properties.
- 3. Encourage home ownership.
- 4. Promote pedestrian oriented, ground floor retail in the urban neighborhood.
- 5. Support new uses for vacant and deteriorated historic buildings.
- 6. Encourage low and moderate income families to invest in revitalizing neighborhoods.

eligibility

To be eligible for the Historic Development Program, your building must be a contributing structure within a city historic district. The type of incentive available depends on how much you invest in rehabilitation and where your property is located.

Qualified expenditures include work that requires a Certificate of Appropriateness or building permit, as well as work such as sheetrocking, carpentry, electrical, plumbing, mechanical, flooring, and installing fixtures such as sinks, bath tubs, and toilets.

Generally, only work done <u>after</u> issuance of the Certificate of Eligibility may be counted (the Landmark Commission may, however, approve work done prior to issuance of the Certificate of Eligibility if the work was done within the last one year and will further the purpose of the program). <u>Abatements cannot be applied for or issued retroactively.</u> All work must be completed within 3 years after issuance of a Certificate of Eligibility (unless extended by the Landmark Commission).

The program is divided into three areas: Urban Neighborhood, Revitalizing Neighborhoods, and City Wide (see the map at the end of this packet). Where your property is located determines the minimum amount of money you must spend to be eligible. This amount of money is a percentage of the Dallas Central Appraisal District's appraised value of the structure.

urban neighborhood

The urban neighborhood is downtown and its surrounding neighborhoods. The following incentives may be combined, but may not exceed 15 years.

<u>Large Scale Rehabilitation</u> – You may be eligible for a 100% abatement on city property taxes for 10 years if expenditures exceed 75% of the building's appraised value. If the property is in a reinvestment zone the abatement will be on the value of the building excluding land.

<u>Small Scale Rehabilitation</u> – You may be eligible for an added value abatement on city property taxes for 10 years if expenditures exceed 50% of the building's appraised value. If the property is in a reinvestment zone the abatement will be on the value of the building excluding land.

Residential Conversion and/or Ground Floor Retail - You may be eligible for a 100% abatement on city property taxes for 5 years if you convert more than 50% of the building to residential or if you convert more than 65% of the ground floor to retail. The ground-level floor facing the street cannot be used for parking. At least 45% of the building must be occupied after the conversion.

revitalizing neighborhoods

Revitalizing neighborhoods are historically significant neighborhoods that can utilize incentives to encourage home ownership and neighborhood revitalization and stabilization. These neighborhoods are: Lake Cliff, Winnetka Heights, South Boulevard/Park Row, Tenth Street, Wheatley Place, and Peak's Suburban Addition. The following incentives may be combined but may not exceed 19 years.

<u>Owner-Occupied Rehabilitation</u> – You may be eligible for a 100% abatement on city property taxes for 10 years if expenditures exceed 25% of the building's appraised value. The property must be owner-occupied. The abatement may be extended for an additional five years (Exhibit E) if the building has been occupied by the owner for the original 10 year abatement. If the property is in a reinvestment zone the abatement will be on the value of the building excluding land.

Non-Owner Occupied Rehabilitation – You may be eligible for an added-value abatement on city property taxes for 10 years if expenditures exceed 50% of the building's appraised value. If the property is in a reinvestment zone the abatement will be on the value of the building excluding land.

<u>Maintenance</u> - You may be eligible for an added-value abatement on city property taxes for 3 years, renewable twice for 9 years total, when owner-occupied and maintenance equals or exceeds 3% of the building's pre-rehabilitation value (excluding land). Maintenance must be done within 12 months after issuance of the Certificate of Eligibility.

city wide

Any location outside of the urban neighborhood and the revitalizing neighborhoods is considered city wide.

<u>Small Scale Rehabilitation</u> – You may be eligible for an added-value abatement on city property taxes for 10 years if qualified expenditures exceed 50% of the building's pre-rehabilitation appraised value. If the property is in a reinvestment zone the abatement will be on the value of the building structure excluding land.

Other development incentives

<u>Conservation Easements</u> - You may donate a contributing element of the historic building (such as a façade) to the City of Dallas in order to reduce city property taxes and receive a one-time charitable deduction. Maintenance of the building remains the responsibility of the owner.

<u>Transfer of Development Rights</u> – You may transfer a minimum of 20,000 square feet of development rights to another property if the building has been rehabilitated within the past 5 years and that rehabilitation exceeds 50% of the pre-rehabilitation value. Development rights may only be transferred to building sites with CA-1(A) and CA-2(A) zoning. The maximum floor area ratio may be increased by no more that 4.0 through the transfer process.

application process

The application process consists of three steps:

- Step 1. Application for a Certificate of Eligibility.
- Step 2. Application for a Letter of Verification once rehabilitation is complete.
- Step 3. Annual application to Dallas County Appraisal District for the duration of the abatement.
- Step 4. If eligible (See Exhibit E for details) application for Owner-Occupied Rehabilitation Five - Year Extension

The following forms are attached to this packet:

- Application for Certificate of Eligibility
- Commitment To Repay
- Affidavit regarding taxes, fees, fines, and penalties
- Application for Letter of Verification
- Statement of Completion of Rehabilitation
- Application for Owner-Occupied Rehabilitation Five-Year Extension

Step I: Certificate of Eligibility

- Your application for a Certificate of Eligibility (attached) must be submitted by the first Thursday of the month to be included on the Landmark Commission's agenda for the following month.
- Applications may be made for properties designated as historic as well as properties pending designation.
- The building must be a contributing (historic) building within the historic district.
- All sections of the application must be filled out, all documentation must be supplied, and the application must be signed and notarized.
- A draft of Commitment to Repay (attached) must be submitted with the application for a Certificate of Eligibility.
- An affidavit regarding taxes, fees, fines, and penalties (attached) must be submitted with the application for a Certificate of Eligibility.
- Abatements greater than \$50,000 must also be approved by the City Council.

Step II: Letter of Verification

- An application for a Letter of Verification (attached) can be submitted only after the required amount of money has been spent and the property has a Certificate of Occupancy. All work must comply with any Certificates of Appropriateness.
- The Statement of Completion of Rehabilitation (attached) must be signed and notarized.
- All property taxes must be current and no city fees, fines, or penalties may be outstanding. The property must comply with all applicable city ordinances and regulations.
- The final Commitment to Repay must be signed by all owners and lienholders of the property. All signatures on the Commitment to Repay must be acknowledged by a notary. Attach a legal description of the property to the Commitment to Repay. Submit the completed Commitment to Repay to a Preservation Planner for City Attorney approval and signature. It must then be filed at Dallas County Records (500 Main Street, across from the Old Red Courthouse) with a file-marked copy returned to the Preservation Planner.

Step III: Annual Application

- The Preservation Planner will provide a Letter of Verification to the Dallas Central Appraisal District on an annual basis, but the property owner must also make an annual application to the Dallas Central Appraisal District.
- If you do not receive an annual application from the Dallas Central Appraisal District by March 1 of the year, please contact them directly at 214/631-1342.
- If the historic property is demolished or destroyed by the willful act or negligence of the owner, any taxes abated will have to be repaid.

Step IV: Application for Owner-Occupied Rehabilitation Five - Year Extension

- An application for an Owner-Occupied Rehabilitation Five-Year Extension (Exhibit E) can be submitted only after the required abatement period has been approved and must be submitted with one-year of the initial abatement period expiration.
- The Affidavit Regarding Owner-Occupied Rehabilitation Extension (Exhibit E) must be signed and notarized.
- All Historic Development Program applicable requirements must be met.

Application for Certificate of Eligibility

HISTORIC DEVELOPMENT PROGRAM

I.	GENERAL INFORMATION				
Pro	ject Address:				
Leç	al Description:				
Bui	ding Name:				
Pro	perty Owner:				
Coi	ntact Name:				
Ма	ling Address:				
Tel	e: Fax:				
Cel	l: Email:				
II.	PROJECT INFORMATION				
Α.	Is your property in a: City Historic District:				
	Pending City Historic District:				
	Current use of the building:				
	Proposed use of the building:				
В.	Total square footage:				
	Breakdown of square footage for retail, office, and residential uses:				
	Number of residential units created:				
	Number of permanent jobs created:				
	Number of temporary jobs created:				
	Construction time:				
	Completion Date:				
	Proposed Use:				
C.	Current DCAD total value (attach tax statement):				
	Structure: Land:				
	Estimated restoration cost (Exhibit A):				
D.	Previous tax relief granted to any portion of this property? (If so, describe type and				
	duration):				
E.	Is this property located within a TIF (Tax Increment Finance District)? L. Yes L. N. (If yes, please note that you must meet the requirements of Texas Tax Code Section 311.0125 prior to receiving any abateme	lC nt			
Ε.	Have there been any code violations on the property in the past 5 years? (If so,				
	please describe)				
Foi	Staff Use Only				
OE	O Notification (only if property is within a TIF)? Date:				

ATTACH THE FOLLOWING III. Tax Statement Form that lists the appraised property value, obtain from Dallas County Records or from www.dallascad.org Tax Certificate Official form obtained from Dallas County Records Certificate of Appropriateness (CA) Form to approve any exterior work to the historic building. Call 214/670-4538 to request additional forms or visit our website Cost estimate of rehabilitation work Exhibit A - List each item of work and the cost of each item **Draft Commitment to Repay Exhibit B -** Leave the exemption estimate blank Affidavit that taxes are current Exhibit C - Sign and notarize and no fines are owed Copy of the property deed Copy of the property deed with the legal description of the property **Photographs** Color photographs showing all elevations to document that the building is contributing (historic) A letter of intent A letter of intent from a financial institution or potential investors for commercial projects with an estimated abatement of \$100,000 or more A letter of interest A **letter of interest** from a financial institution or potential investors for commercial projects with an estimated abatement of less than \$100,000 Design plans Schematic drawings illustrating proposed rehabilitation work A proforma and development budget Only attach if estimated abatement is over \$100,000 Other information Attach other relevant information

IV. STATEMENT OF UNDERSTANDING

I certify that the above information is correct.

I authorize members of the Landmark Commission and city officials to visit and inspect the property as necessary to certify eligibility and verification for a tax abatement.

I acknowledge that I have read and understand the program regulations, and that I will not receive an abatement until all program requirements have been met and a letter of verification obtained.

I understand that all rehabilitation work must be completed within 3 years after the date of the Certificate of Eligibility (unless extended by the Landmark Commission).

I understand that I must make an annual application to Dallas County Appraisal District in order to receive the abatement.

Authorized Ownership Representative		
Typed/Printed Representative Name		
Title		
County, State of		
SWORN TO AND SUBSCRIBED before me, the undersigne	ed notary public in	and for the
State of, by		this
day of	20	
Signature of Notary		
Notary Seal		

EXHIBIT A: Cost Estimates of Exterior Rehabilitation Work

Exterior Rehabilitation Work: work requiring a Certificate of Appropriateness, building permit, electrical permit, plumbing permit, or other project permit

Type of Work: Describe in detail	Amount
Foundation:	
	\$
Windows:	
WITHOUS.	\$
Porch:	
	\$
Roof:	
	\$
Siding:	
	\$
Doors:	
	\$
Other:	
	\$
Sub-total of Exterior	\$

EXHIBIT A: Cost Estimates of Interior Work

Interior Work: repair or installation of sheetrock, carpentry, repair of replacement of original floors, mechanical and electrical work, and interior painting

Type of Work: Describe in detail	Amount
Sheetrocking:	
Carpentry:	\$
Flooring:	\$
Mechanical:	\$
Electrical:	\$
Interior Painting:	\$
Heating & Cooling:	\$
Other:	\$
Sub-total of Interior	\$
Total – Exterior and Interior	\$

COMMITMENT TO REPAY

STATE OF TEXAS COUNTY OF DALLAS		§		
		§ §	KNOW ALL BY THESE PRESENTS:	
	Th	at		, a,
Lot_ the s	tree ribe	Block t address of _ d in Attachmer	, in th	ertain tract of real property located in e City of Dallas, <u>Dallas</u> , County, Texas, with, more particularly is made a part of this instrument for all
_	of	Dallas, a Texa	as municip	s made by the owner for the benefit of the all corporation. In consideration of the nants and agrees as follows:
1.	Art	ticle XI, Divisio	on 51A-11	ns contained in Dallas Development Code, .100, "Historic Development Program," as nitment to repay.
2.		PRESENTATION on, the followir	 "	er makes, and the City of Dallas has relied tations:
	a.	That the Dall	as Central	Appraisal District has assigned Tax Noto the historic property.
	b.			Overlay District No(the
		potentially cor	ntributing st	Historic Overlay District) or a tructure.

- c. That, based on the owner continuing to qualify and apply for the abatement, the current appraised value of the historic property as determined by Dallas Central Appraisal District, and the estimated value of the historic property during the abatement, an estimated \$______ in total taxes will not be paid by the owner to the City of Dallas over a ______ year period because of the abatement.
- d. That the owner has submitted a complete application, and has met all applicable requirements and has qualified for an abatement pursuant to Dallas Development Code, Article XI, Division 51A-11.100, "Historic Development Program," as amended.
- e. That the Landmark Commission has issued a certificate of eligibility designating the historic property as a historically significant site in need of tax relief to encourage its preservation.
- f. That the cost of rehabilitation has exceeded the percentage of prerehabilitation value specified in the applicable section of Dallas Development Code Article XI, Division 51A-11.100, "Historic Development Program," as amended.
- g. That the owner has obtained approval of any necessary certificates of appropriateness.
- h. That if the historic property is located in a reinvestment zone (also known as a TIF district) designated under Chapter 311 of the Texas Tax Code, the requirements of Texas Tax Code Section 311.0125 have been met.
- i. That for abatements exceeding \$50,000, the abatement has been reviewed and approved by the Dallas City Council.
- j. That all rehabilitation has been completed and a certificate of occupancy has been obtained for the historic property within three years after the date of the certificate of eligibility (unless extended by the Landmark Commission).

- k. That the owner has obtained a letter of verification.
- I. That for applications based upon residential conversion or groundfloor retail conversion, (1) the ground-level floor facing the street will not be used for parking, and (2) the requisite percentage of floor area has been occupied, and (3) the requisite percentage of floor area has been changed from nonresidential uses to residential uses or the requisite percentage of floor area has been has been converted to ground-floor retail.
- m. That all property taxes and any city fees, fines or penalties are not delinquent on the historic property.
- n. That all property taxes are current and that no city fees, fines, or penalties are owed on any property owned by any partnership in which the owner is a partner.
- o. That the historic property complies with all applicable city ordinances and regulations.
- p. That if there are liens, other than liens for ad valorem taxes, against the historic property, all such lienholders have subscribed below. If there are no lienholder subscriptions below, the owner represents that there are no liens, other than liens for ad valorem taxes, against the historic property.
- 3. <u>COMMITMENT TO REPAY</u> If the Dallas City Council determines, after giving notice and hearing to the owner, that the contributing structure has been totally or partially destroyed or significantly altered by the willful act or negligence of the owner or his representative in violation of the preservation criteria contained in the historic district ordinance, the abatement will terminate, and the owner shall immediately repay to the City of Dallas all of the tax revenues that were not paid because of the abatement.
- 4. <u>DURATION</u> This commitment to repay will remain in full force and effect in perpetuity.

- 5. <u>CITY AUTHORITY</u> This commitment to repay does not restrict the right of the Dallas City Council to exercise its legislative duties and powers.
- 6. <u>ENFORCEMENT</u> This commitment to repay inures to the benefit of, and is enforceable by, the City of Dallas. The owner does hereby grant to the City of Dallas the right to prosecute or take appropriate action, at law or in equity, against the owner to enforce the covenants and agreements contained in this commitment to repay. If the City of Dallas substantially prevails in a legal proceeding to enforce these covenants and agreements against the owner, the City of Dallas is entitled to recover damages, reasonable attorney's fees, and court costs from the owner. A payment due to the City of Dallas under this commitment to repay is a lien against the historic property.
- 7. <u>INDEMNIFICATION</u> The owner shall defend, indemnify, and hold harmless the City of Dallas from and against all claims or liabilities arising out of or in connection with this commitment to repay.
- 8. <u>GOVERNING LAW AND VENUE</u> This commitment to repay is governed by the laws of the State of Texas. Venue for any legal action lies exclusively in the county in which this commitment to repay is recorded.
- 9. <u>SEVERABILITY</u> The invalidation or unenforceability of a provision in this commitment to repay by a court will in no way affect any other provision, which will remain in full force and effect, and to this end the provisions are declared to be severable.
- 10. <u>COVENANTS RUNNING WITH THE LAND</u> The covenants and agreements contained in this commitment to repay are covenants and agreements running with the land, are binding upon the owner and its successors in interest, assigns, administrators, beneficiaries, heirs, executors, and other legal representatives, and are binding upon any person, corporation, or other legal entity having or acquiring any right, title or interest in or to any part of the historic property.

of the commitment to repay. EXECUTED this ______ day of ______ , Owner's name: Signature: Printed name: CONSENT AND CONCURRENCE OF LIENHOLDER(S): Lienholder: ____ Signature: Printed name: ______ APPROVED AS TO FORM: THOMAS P. PERKINS JR., City Attorney By: _____ Assistant City Attorney

The owner must attach the appropriate acknowledgement(s) for the owner

<u>RECORDATION</u> This commitment to repay must be filed in the Deed Records of <u>Dallas</u> County, Texas, at the sole cost and expense of the owner. After this filing, the owner shall provide the Director of the City of Dallas Department of Development Services with a file-marked copy

and lienholders

The owner must attach a property description

11.

ATTACHMENT 1

PROPERTY DESCRIPTION

Commitment to Repay Page 6 of 6

Acknowledgment for a natural person

THE STATE OFS
THE STATE OF\$ \$ COUNTY OF\$
This instrument was acknowledged before me on
oy
SWORN TO AND SUBSCRIBED BEFORE ME, THIS THE day of
, 20, TO CERTIFY WHICH WITNESS MY HAND AND SEAL OF
OFFICE.
Notary Public

Acknowledgement for a partnership

THE STATE OF	§
THE STATE OF	
This instrument was acknow	ledged before me on,
by	, partner(s), on behalf of, a
partnership.	
SWORN TO AND SUB	SCRIBED BEFORE ME, THIS THE day of
	, 20, TO CERTIFY WHICH WITNESS MY HAND AND SEAL OF
OFFICE.	
	Notary Public

Acknowledgment for a corporation

THE STATE OF	§	
THE STATE OF	§	
This instrument was acknown	owledged before me on	
by	. 1	of
a	corporation, on behalf of sa	id corporation.
SWORN TO AND SUBSC	RIBED BEFORE ME, THIS THE	day of
	_ , 20, TO CERTIFY WHICH WITN	NESS MY HAND AND SEAL OF
OFFICE.		
	Notary Public	

Acknowledgement for a public officer, trustee, executor, administrator, guardian or other representative

THE STATE OF	§	
THE STATE OF	§	
This instrument was acknowled	ged before me on	
	as of	
SWORN TO AND SUBSC	RIBED BEFORE ME, THIS THE	dav of
	_ , 20, TO CERTIFY WHICH WITN	<u> </u>
OFFICE.		
	Notary Public	

Acknowledgement of a natural person as principal acting by attorney-in-fact

THE STATE OF	§
THE STATE OF	§
This instrument was ackr	nowledged before me on
by	as attorney-in-fact on behalf of
SWORN TO AND SU	JBSCRIBED BEFORE ME, THIS THE day of
	, 20, TO CERTIFY WHICH WITNESS MY HAND AND SEAL OF
OFFICE.	
	Notary Public

AFFIDAVIT REGARDING TAXES, FEES, FINES, AND PENALTIES

THE STATE OF §	
THE STATE OF	
BEFORE ME, the undersigned authority, personal signed below, and being by me duly sworn, deposed	
"My name is Property"). I am of sound mind, capable acquainted with the facts herein stated. contained in this affidavit. The facts stated h taxes are current, and no City of Dallas fees, fi or any property owned by any partnership in w	, Dallas Texas ("the of making this affidavit, and personally have personal knowledge of the facts erein are all true and correct. All property nes or penalties are owed, on the Property
	PROPERTY OWNER
SWORN TO AND SUBSCRIBED BEFORE ME, THIS, 20, TO CERTIF	
OF OFFICE.	
Nota	nry Public

Step 2 Application for Letter of Verification

HISTORIC DEVELOPMENT PROGRAM

I. GENERAL INFORMATION

Build Prop Cont Maili Tele	Project Address: Building Name: Property Owner: Contact Name: Mailing Address: Tele: Email: Cell:				
II.	ATTACH THE FOLLOWING				
	Approved Certificate of Eligibility				
	Statement of Completion of Rehabilitatio	n (Exl	nibit D)		
	Receipts demonstrating money spent				
	Historic Designation Ordinance				
mus	Executed Commitment to Repay (All sign talso sign, must be filed with Dallas Cour		s must be acknowledged, all lienholders cords, must be approved by city attorney)		
	Council Resolution for abatements over \$	50,00	00		
	Certificate of Occupancy				
	Proof that property taxes and any city fee	es, fin	es or penalties are not delinquent		
on a	Affidavit that all property taxes are curre ny property owned by any partnership in		d that no city fee, fines, penalties are owed the owner is a partner		
	Proof that there are no pending city code	viola	tions		
	Proof that §311.0125 has been met for T	IF pro	pperties		
For	Staff Use Only				
	e Received: Visit Date:	Is w	ork in compliance with CA?		
Che	ck the following received:				
	Approved Certificate of Eligibility		Statement of Completion of Rehabilitation		
	Receipts showing minimum spent Signed Commitment to Repay		Certificate of Occupancy Council Resolution (if applicable)		
	Executed Commitment to Repay		Historic Designation Ordinance		
LET	TER OF VERIFICATION DATE:		Planner's Initials:		

STATEMENT OF COMPLETION OF REHABILITATION

STAT	E OF TEXAS	§	VAION ALL DV THESE DDESSAITS.				
coul	NTY OF	§ §	KNOW ALL BY THESE PRESENTS:				
	•		rity, personally appeared the person who has uly sworn, deposed as follows:				
acqu	ainted with the facts he	erein sta	of making this affidavit, and personally ated. I have personal knowledge of the facts ts stated herein are all true and correct.				
owne Lots	er") is the owner of that , in the City (t certair of Dalla	, a, ("then tract of real property located in Block, as,, County, Texas, with the street				
	tify that:		("the property").				
1.	percentage of pre-re	habilita	at has been done to the property exceeds the tion value specified in the applicable section Division 51A-11.100, "Historic Development				
2.	•		o the property has been completed in ites of appropriateness.				
3.	Only rehabilitation done after issuance of the certificate of eligibility has been counted in determining whether the rehabilitation done exceeds the specified percentage of pre-rehabilitation value, unless if the Landmark Commission made a specific finding approving work done one year prior to the issuance of the Certificate of Eligibility.						
4.	of appropriateness, b	uilding it is req	interior work or work for which a certificate permit, electrical permit, plumbing permit, quired has been counted in determining f rehabilitation.				

EXHIBIT D

5.	The records attached hereto are receipts or other documentation proving that the required rehabilitation has actually been done. The receipts or other documentation attached hereto are the original or exact duplicates of the original.
6.	All rehabilitation counted has been done within three years after the date of the certificate of eligibility (unless extended by the Landmark Commission)."
EXEC	CUTED this , 20
Own	er's Name
Signa	ature:
Print	ed name:
Title	:
The	owner must attach the appropriate acknowledgement(s)
(Rev.	. 9-05)

Application for Owner-Occupied Rehabilitation Five-Year Extension

(This section is for use <u>only for</u> approved owner-occupied 10 year abatements, and the extension must be approved one-year prior to the end of the initial abatement period)

HISTORIC DEVELOPMENT PROGRAM

I. GENERAL INFORMATION

Project Address:								
Building Name:								
Property Owner:								
Contact Name:								
Mailing Address:								
Tele: Fax	x:							
Email: Cel	II:							
II. ATTACH THE FOLLOWING								
Affidavit Regarding Owner-Occupied Rehabilitation Five-Year Extension (Exhibit E)								
Statement of Completion of Rehabilitation (Exhibit D)								
☐ Tax Statement								
Please Note: Must have on file an approved Certificate of Eligibility, a filed Commitment To Repay (with Property Description), a copy of the Property Deed, and all requirements of the HDP application.								
For Staff Use Only								
Date Received:	Is work in compliance with CA?							
Site Visit Date:	Planner:							
(Rev. 9-05)								

AFFIDAVIT REGARDING OWNER-OCCUPIED REHABILITATION FIVE-YEAR EXTENSION

THE STATE OF	. §	
COUNTY OF	§ _§	
BEFORE ME, the undersigned authorit is signed below, and being by me duly s	ty personally appeared the person whose sworn, deposed as follows:	e name
the property at Texas ("the Property"). I am of so personally acquainted with the fact the facts contained in this affidate correct. The property listed above person, and has been owner-occurrent, and property taxes are current, and	and I am the own of the country owner-occupied by the above outpied for the entire ten-year abatement and no City of Dallas fees, fines or penalt ations on the Property or any property own partner."	Dallas vit, and edge of ue and re listed period. ies are
	PROPERTY OWNER	_
	E ME, THIS THE, TO CERTIFY WHICH WITNESS MY	3
AND SEAL OF OFFICE.		
Notary Public		



CITY OF DALLAS HISTORIC DEVELOPMENT PROGRAM

TYPE OF INCENTIVE	URBAN NEIGHBORHOOD	REVITALIZING NEIGHBORHOODS	CITY WIDE
LARGE SCALE REHABILITATION	100% abatement for 10 years when costs exceed 75% of structure's pre-rehabilitation value *	N/A	N/A
SMALL SCALE REHABILITATION	Abatement on added value for 10 years when costs exceed 50% of structure's pre-rehabilitation value *	Abatement on added value for 10 years when costs exceed 50% of structure's pre- rehabilitation value * (If not owner occupied)	Abatement on added value for 10 years when costs exceed 50% of structure's pre- rehabilitation value *
OWNER -OCCUPIED REHABILITATION	N/A	100% abatement for 10 years when costs exceed 25% of structure's pre-rehabilitation value and is owner -occupied, abatement may be extended for an additional five years if the building remains owner occupied *	N/A
RESIDENTIAL CONVERSION AND/OR GROUND FLOOR RETAIL	100% abatement for 5 years if 45% occupied and convert more than 50% of floor area to residential and/or 65% of ground floor to retail	N/A	N/A
MAINTENANCE	N/A	Abatement on added value for 3 years, renewable for 9 years total, when owner -occupied and costs equal or exceed 3% of structure's pre-rehabilitation value	N/A
CONSERVATION EASEMENT	City accepts donation of character defining feature of historic property	N/A	N/A
TRANSFER OF DEVELOPMENT RIGHTS	Transfer minimum 20,000 square feet if rehabilitated in past 5 years and costs exceed 50% of pre-rehabilitation value	N/A	N/A

^{*} Except that if the property is in a reinvestment zone the abatement will be on the value of the contributing structure (excluding land).

Please consult with Article XI of the Dallas Development Code for the official program regulations. Information and applications for the Historic Development Program can be downloaded from: http://www.dallascityhall.com/dallas/eng/html/historic_preservation.html#downloads, or by calling a Preservation Planner at 214/670-4538.