

**CITY OF PALESTINE
TAX ABATEMENT APPLICATION**

Name of Company:

Address:

(physical address: street, city, state, and zip)

Address:

(mailing address, if different)

Phone: (____) ____ - _____ Contact Person: _____

Date of Application: ____ / ____ / ____

I. List kind, number, and location of all proposed improvements of the property, both real and personal, and list the owner of these proposed improvements (attach an additional sheet if necessary):

II. Attach to this application:

(A) A map showing current uses and conditions of real property.

(B) A site plan showing layout and design for proposed improvements and use of property.

(C) A written evaluation of competing locations for the applicant project.

Use a copy of the **Anderson County Appraisal District** map of the proposed location as the base map. This is available from the office at 801 N Perry, Palestine, Texas 75801. The Records Department will assist company in locating the map. There will be a minimal charge. Phone numbers: (903) 723-2949 or 903-729-1375

III. Legal Description of Site:

IV. Company plans to invest \$_____ in real property and \$_____ in personal property improvements prior to __/__/__(date).

NOTE: According to Sec. 312.204 of the Tax Code of the State of Texas, **inventory and supplies cannot be abated.**

V. Company plans to create _____(number) new full-time jobs or increase total annual payroll by \$_____ prior to __/__/__(date). Average hourly wage for existing employees \$_____. Average hourly wage for new jobs \$_____. Current number of employees as of this date is _____(or) current annual payroll excluding principals as of this date is \$_____.

VI. Please list the number of employees and salary of each with current location of existing jobs if they will be moved to a new location in Palestine:

VII. The current taxable value of the property of the Company in Palestine is:

Real Estate: \$_____

Personal Property: \$_____

Total: \$_____

VIII. If not for this abatement, this expansion (circle one):

Will not occur

Will be built in

Will be built anyway

IX. The City of Palestine is subject to the Texas Public Information Act. Pursuant to Sec. 312.003 of the Tax Code of the State of Texas, 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 processes 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. Information (including supplemental documentation) in the custody of a taxing unit after the agreement is executed is not confidential under this section.

Also, the City must provide certain information such as the proposed investment in improvements and projected number of jobs to be created to the other taxing entities prior to the public hearing for a tax abatement. The location of the property being considered for tax abatement is also published in the newspaper prior to consideration of an abatement for that site.

You may be required to submit documentation which acknowledges that the individual below is authorized to sign on behalf of the company applying for tax abatement.

Signature of Individual Completing Application

Official Title

Date

You will receive a written response to your application for tax abatement. Should you have any questions, please contact:

Christophe Trahan, Executive Director
Palestine Economic Development Corporation
100 Willow Creek Parkway, Suite A
Palestine, TX 75801
PHONE (903) 729-4100
FAX (903) 903-729-4500

CITY OF PALESTINE SCHEDULE OF TAX ABATEMENT EVENTS

- STEP 1** Request for information on Tax Abatement.
- STEP 2** Application for abatement received by Economic Development Staff.
- STEP 3** Discussions with applicant about application. Gathering of data to meet City of Palestine Tax Abatement Guidelines and Criteria to qualify for tax abatement. Review preliminary findings with City Staff. Written responses on findings to Applicant.
- STEP 4** Notification of Public Hearing on designation of a Reinvestment Zone for the purpose of tax abatement: (if required)
- A. To all taxing entities no later than seven days prior to meeting.
 - B. Publication and posting no later than seven days prior to meeting.
- STEP 5** Public Hearing on designation of a reinvestment zone for the purpose of tax abatement.
- STEP 6** Adoption of Ordinance designating an area a reinvestment zone.
- STEP 7** Notice of City's intent to consider entering into a Tax Abatement Agreement sent to all taxing entities no later than seven days prior to City Council meeting. Taxing entities must be sent a copy of proposed abatement agreement with notification.
- STEP 8** City Council considers Resolution authorizing the Tax Abatement Agreement and authorizes the Mayor to execute the agreement. Executed copies of the Agreement are sent to each taxing unit and Anderson County Appraisal District.
- STEP 9** Completion of improvements:
- A. City inspects the project improvements for compliance with agreement.
 - B. City receives accounting statement and/or schedule for new jobs created and/or capital expenditures on improvements for compliance with agreement.
 - C. City issues Certificate of Completion/Compliance.
- STEP 10** Certificate of Completion/Compliance filed with Tax Collector and Chief Appraiser and each taxing unit.
- STEP 11** Prior to April 1 of the year following the agreement, the City sends to the Texas Department of Commerce and to the State Property Tax Board a copy of the following:
- A. Reinvestment Zone Designation including general description, size, and Type of property it includes.

- B. Tax Abatement Agreement including parties involved property description and improvements or repairs to be made, the portion of property to be exempted, and the term of agreement.

STEP 12 At expiration of agreement or the termination by action of the City Commission, the City will issue a Certificate of Completion or a Termination of Agreement to company with copies to all taxing entities, Tax Collector and Chief Appraiser, The Texas Department of Commerce, and the State Property Tax Board.

If property taxes on property located in the taxing jurisdiction of a municipality are abated under an agreement made under Section 312.204 of the Tax Code, the governing body of each other taxing unit eligible to enter into tax abatement agreements under Section 312.002 of the Tax Code in which the property is located may execute a written agreement with the owner of the property not later than the 90th day after the date the municipal agreement is executed.