

# WALLER COUNTY, TEXAS TAX ABATEMENT APPLICATION

Please read carefully the Instructions (see below) and then complete the appropriate sections. If additional space is needed, please complete the answer on a separate sheet of paper and attach it to the completed application. Please attach any additional information as requested.

<b>SECTION 1 – APPLICANT INFORMATION</b>			
<b>Entity Name</b>			
<b>Headquarters Address</b>			
<b>Local Address, if any</b>			
<b>Contact Person</b>			
<b>Phone</b>		<b>E-Mail</b>	
<b>Entity Type</b>		<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietorship	
<b>State of Formation</b>		<b>Year of Formation</b>	
<b>Federal Employer Identification Number (EIN)</b>			
<b>NAICS Code(s)</b>			
<b>Is applicant a subsidiary of another entity as defined by Texas law?</b> <i>If yes, please complete Section 4.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is the entity currently authorized to transact business in Texas?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Estimated Annual Sales</b>			
<b>Number of Current Employees</b>			
<b>Does an entity organized in, or a citizen of a country other than the Unites States own 51% or more of applicant’s outstanding ownership or membership interest?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, what is the country of organization or citizenship?</b>			
<b>Does an entity organized in, or a citizen of a country other than the Unites States possess 51% or more of applicant’s voting power?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, what is the country of organization or citizenship?</b>			
<b>Is 51% or more of applicant’s debt held in a financial institution located in a country other than the United States?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, in what country is the financial institution located?</b>			
<b>Is applicant a named party in any active litigation?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please provide the jurisdiction, court, and cause number(s) of the litigation.</b>			
<b>Does applicant own or lease the real property?</b> <i>If applicant leases the real property, please complete Section 5.</i>			<input type="checkbox"/> Own <input type="checkbox"/> Lease
<b>Is applicant delinquent on any tax debt?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is applicant currently a party to any other tax abatement agreement(s)?</b> <i>If yes, applicant may be required to provide a copy of any tax abatement agreement to which they are a party.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Has applicant applied for a tax abatement in any other taxing jurisdiction?</b> <i>If yes, please provide the following information:</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Taxing Jurisdiction</b>		<b>Date of Application</b>	
<b>Hearing Date (if any)</b>		<b>Jurisdiction Contact Name</b>	
<b>Contact Phone</b>		<b>Contact E-Mail</b>	
<i>Please attach copies of all communications from the jurisdiction that indicate their intent to provide a tax abatement or other incentive.</i>			

<b>Will the person signing this application on behalf of applicant also sign an abatement agreement, if offered?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If no, please provide the following information:</i>				
<b>Name of Individual to Sign Agreement</b>				
<b>Title</b>		<b>Contact E-Mail</b>		
<b>SECTION 2 – SITE LOCATION INFORMATION</b>				
<b>Project Site Address</b>				
<b>Project Site Location</b>		<input type="checkbox"/> Unincorporated Waller County <input type="checkbox"/> Hempstead <input type="checkbox"/> Waller <input type="checkbox"/> Prairie View <input type="checkbox"/> Brookshire <input type="checkbox"/> Katy <input type="checkbox"/> Pattison <input type="checkbox"/> Pine Island <input type="checkbox"/> Other		
<b>If the site is located in a municipality, has the applicant requested a tax abatement from the municipality?</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, what is the status of the tax abatement application with the municipality?</b>				
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending				
<b>Is the project site in an already established reinvestment zone?</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, what is the name of the reinvestment zone?</b>				
<i>If no, please provide a survey and map that clearly describes the boundaries for the proposed zone.</i>				
<b>Is the project site located in the Brookshire-Katy Drainage District?</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, has BKDD approved the site and drainage plan?</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If no, please provide a brief explanation as to why the drainage and site plan have not been approved, and an anticipated approval date.</b>				
<b>Does the parcel on which the project site is located need to be subdivided and platted?</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please attach a preliminary plat.</i>				
<b>Please provide a brief description of the project site.</b>				
<b>Does the project site have any existing improvements?</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please provide a brief description of the improvements.</b>				
<b>SECTION 3 – PROJECT INFORMATION</b>				
<b>Project Type</b> <input type="checkbox"/> New Facility <input type="checkbox"/> Expansion <input type="checkbox"/> Modernization				
<b>Estimated Start Date</b>		<b>Estimated Completion Date</b>		
<b>Will the facility be owned by a veteran as defined by the Guidelines and Criteria?</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is applicant seeking a variance to the Guidelines and Criteria?</b>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please describe the requested variance and identify the relevant section(s) of the Guidelines and Criteria.</b>				
<b>What kind of qualified facility is the tax abatement requested for?</b>				
<input type="checkbox"/> Manufacturing <input type="checkbox"/> Regional Service <input type="checkbox"/> Research <input type="checkbox"/> Hospital <input type="checkbox"/> Urgent Care <input type="checkbox"/> Regional Distribution <input type="checkbox"/> Regional Entertainment Center <input type="checkbox"/> Other Basic Industry <input type="checkbox"/> Spec Building				

<b>What kind of property is applicant requesting an abatement for?</b> <input type="checkbox"/> Real Property <input type="checkbox"/> Personal Property <input type="checkbox"/> Both			
<b>Estimated Employees to be Hired in Waller County</b>			
<b>Does the project require any federal, state, or local environmental permits?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please briefly describe the purpose of the permits, and attach copies of the permits or permit applications.</b>			
<b>Briefly describe the project, and the products or services to be provided.</b>			
<b>Briefly describe all proposed real property improvements to be made at the project site. Please include the itemized list of improvements and estimated values from Exhibit B.</b>			
<b>If a tax abatement is requested for personal property, generally describe how the property will be used in the entity's primary functions or processes. Do not include any information that is confidential or business proprietary. Please include the categories of personal property items and values from Exhibit B.</b>			
<b>SECTION 4 – PARENT ENTITY INFORMATION</b>			
<b>Parent Entity Name</b>			
<b>Headquarters Address</b>			
<b>Local Address, if any</b>			
<b>Contact Person</b>			
<b>Phone</b>		<b>E-Mail</b>	
<b>What percentage of applicant's outstanding ownership or membership interest does the parent entity own?</b>			
<b>What percentage of applicant's voting power does the parent entity possess, if any?</b>			
<b>Is parent entity organized in a country other than the United States?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, in which country is the parent entity organized?</b>			
<b>Is 51% or more of parent entity's debt held in a financial institution located in a country other than the United States?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, in what country is the financial institution located?</b>			
<b>SECTION 5 – LEASE INFORMATION</b>			
<b>Property Owner Name</b>			
<b>Address</b>			
<b>Contact Person</b>			
<b>Phone</b>		<b>E-Mail</b>	

<b>Entity Type</b>	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietorship		
<b>State of Formation</b>		<b>Year of Formation</b>	
<b>Is the entity currently authorized to transact business in Texas?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is the property owner delinquent on any tax debt?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is the property owner currently a party to any other tax abatement agreement(s)?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, property owner may be required to provide a copy of any tax abatement agreement to which they are a party.</i>			
<b>SECTION 6 – CERTIFICATION</b>			
<p>I, _____, (<i>responsible official</i>), certify that, to the best of my knowledge, the information contained in this application is true and correct, and is an accurate description of the project details. I understand that the information provided with this application is subject to annual review for compliance during the term of the abatement agreement, if granted.</p>			
_____ <i>Print or Type Name and Title</i>		_____ <i>Signature</i>	_____ <i>Date</i>

# INSTRUCTIONS

## Completing the Waller County Tax Abatement Application

**Before submitting the Waller County Tax Abatement Application, the application must first complete an economic impact analysis conducted by the Waller County Economic Development Partnership.**

Requesting a tax abatement from Waller County is a two-phase process. First, the entity seeking the abatement must complete an economic impact analysis conducted by the Waller County Economic Development Partnership. There is no charge for the analysis. The results of the analysis will determine if the entity will proceed to the second phase for further consideration by the County. Second, the entity will submit an application to the County.

**This application must be submitted to the County prior to the commencement of any construction or the installation of any equipment.** By submitting the application, the applicant acknowledges that it has read and will comply with the terms contained in the current Waller County Tax Abatement Guidelines and Criteria (the “Guidelines”). The Guidelines govern what facilities and property are eligible for a tax abatement, and the various applicable terms and economic qualifications. A project must comply with the Guidelines in all respects in order to be eligible for a tax abatement. Information provided in this application will become part of any tax abatement agreement with the County. Any intentional misrepresentations on this application will be cause for the County to terminate any resulting tax abatement agreement.

At the time of application, all applicants must submit an application fee of one thousand dollars (\$1,000.00) by check or money order made payable to Waller County, Texas.

## Attachments

Section 5.3 of the Guidelines and various sections of the application identify attachments that must be included with the application. In addition to those attachments, the following documents must be attached to all applications:

- a legal description of the real property on which the real or personal property for which an applicant is seeking an abatement will be located. A survey or plat are preferred, but other documentation may be accepted upon applicant’s request.
- a “Certification of Appraised Value of Properties.” The certification must include the entire parcel of land on which the property to be abated will be located. For additional information, please contact the Waller County Appraisal District at (979) 921-0060.

All attachments must reference the section that requires the attachment.

## Special Comments

*Financial Information* – The applicant may be required to submit documentation demonstrating that it has the financial capacity to successfully complete the project and comply with the Guidelines and any resulting tax abatement agreement. This may include i) an entity’s most recent annual report to stockholders, ii) business references (e.g. principal bank, accountant, attorney, etc.), iii) an audited financial statement, iv) financing verification and current cash availability, v) a business plan, vi) other company financial documents, and/or vii) any other document deemed necessary by the County. The information will be for review only, and will not be included in any public documents.

*Additional Project Information* – Regional Entertainment Facilities, Regional Service Facilities, and Regional Distribution Center Facility applicants must attach i) market studies, ii) business plans, iii) agreements, and/or iv) other materials that demonstrate that the facility is intended to serve a market the majority of which is substantially outside of Waller County.

### **Submission Procedures**

Applicants should complete the application, have the appropriate official sign it, attach all required documents, and then send the original application, its attachments, and the application fee to the County. The application may be submitted by mail or electronically. **The application will not be considered complete until the County has received the application fee. The application fee may be paid by check or money order, or by credit card. To pay by credit card, contact the Waller County Treasurer's Office at (979) 826-7707.**

Applications submitted by mail must be sent to:

**Waller County Judge  
836 Austin Street, Suite 4300  
Hempstead, Texas 77445**

Applications submitted electronically must be sent to:

**m.kelley@wallercounty.us AND j.hill@wallercounty.us**

**The application must be completed in its entirety. Any failure to include required information or attachments will result in the application being returned without review.** If you have any questions about completing or submitting the application, please contact the Waller County Judge's Office at (979) 826-7700 or the Waller County Economic Development Partnership at (979) 921-9059.