



GUIDELINES FOR CORSICANA DOWNTOWN REVITALIZATION DISTRICT PROCESS FOR REINVESTMENT TAX ABATEMENTS AND CERTIFICATE OF APPROPRIATENESS AND TAX FREEZE

- 1. Reinvestment Tax Abatements:** (Calendar Year: January 1st to December 31st)
- ◇ **Timeline for Performance of Work** to be considered for Reinvestment Tax Credit: January 1st through December 31st.
 - ◇ **Applications to be submitted** to the City of Corsicana *prior to* December 31st in which the tax abatement is to be granted for City Council consideration during its second regular City Council Meeting in January. Applications must be submitted to Main Street & Tourism Director: see page # 3 for contact information.
 - a. Applicable to City of Corsicana, Texas for real property ad valorem taxes only.
 - b. To be eligible for the program all real properties must be located within the Downtown Revitalization District (See attached map for Downtown Revitalization District boundaries.)
 - c. Tax abatements will be applicable to the real property ad valorem taxes for the current tax year only. (i.e. calendar year: January 1st to December 31st)
 - d. All work must be completed in the same calendar year in which the tax abatement is to be granted.
 - e. Any contemplated projects for tax reinvestment credit must be pre-approved by the City of Corsicana, Texas. Except in cases of emergency repairs due to circumstances beyond the control of the property owner.
 - f. All applicable City permits must be secured and periodic inspections as applicable must be performed by the City of Corsicana. **NOTE: Applications failing to meet this requirement shall be denied.**
 - g. Completed applications with invoices marked “Paid in full” and/or canceled checks totaling the full amount applicable to the specific work performed marked as “Paid” must be submitted to the City of Corsicana *prior to* December 31st of the year in which the tax abatement is to be granted.
 - h. All work that is claimed must receive a final inspection by the City of Corsicana, Texas, as applicable.

- i. A roster containing a listing of the real properties being submitted for consideration shall be submitted City Council for the City of Corsicana, Texas during its second (2nd) regular meeting in January.
- j. Following the approval of the tax reinvestment credits by the City Council, the roster listing the individual properties shall be submitted to the Finance Director for the City of Corsicana, Texas for refunding ad valorem property taxes as applicable. Property owners are responsible for proof of payment of all taxes to the Tax Assessor Collector by the due date and before the reimbursement checks can be issued.
- k. Applications must be submitted to Main Street & Tourism Director. (See page 3 for contact information.)

2. Ad Valorem Tax Freeze and Certificate of Appropriateness (Year Around Program)

Property owner files for Certificate of Appropriateness (COA) prior to commencement of any work that may result in an increase in assessed value for ad valorem taxes for the real property for City of Corsicana, Texas.

- a. The voluntary COA form will request the following information:
 - i. Name, address, telephone number(s) of the applicant, detailed description of proposed work;
 - ii. Location and photographs of the property;
 - iii. Elevation drawings of the proposed changes;
 - iv. Sample of materials to be used including paint samples and any materials that differ from existing or original materials;
 - v. If the proposal includes signs or lettering, a scaled drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination (if any), and a plan showing the sign's location on the property;
 - vi. Site plan if modifications are requested; and,
 - vii. Any other reasonable information that may be required by the City in order to visualize the proposed work.
- b. To be eligible for the program all real properties must be located within the Downtown Revitalization District (See attached map for Downtown Revitalization District boundaries.)
- c. City of Corsicana reviews the COA prior to issuing building permit.
- d. All decisions of City of Corsicana regarding the status of the COA shall be in writing.

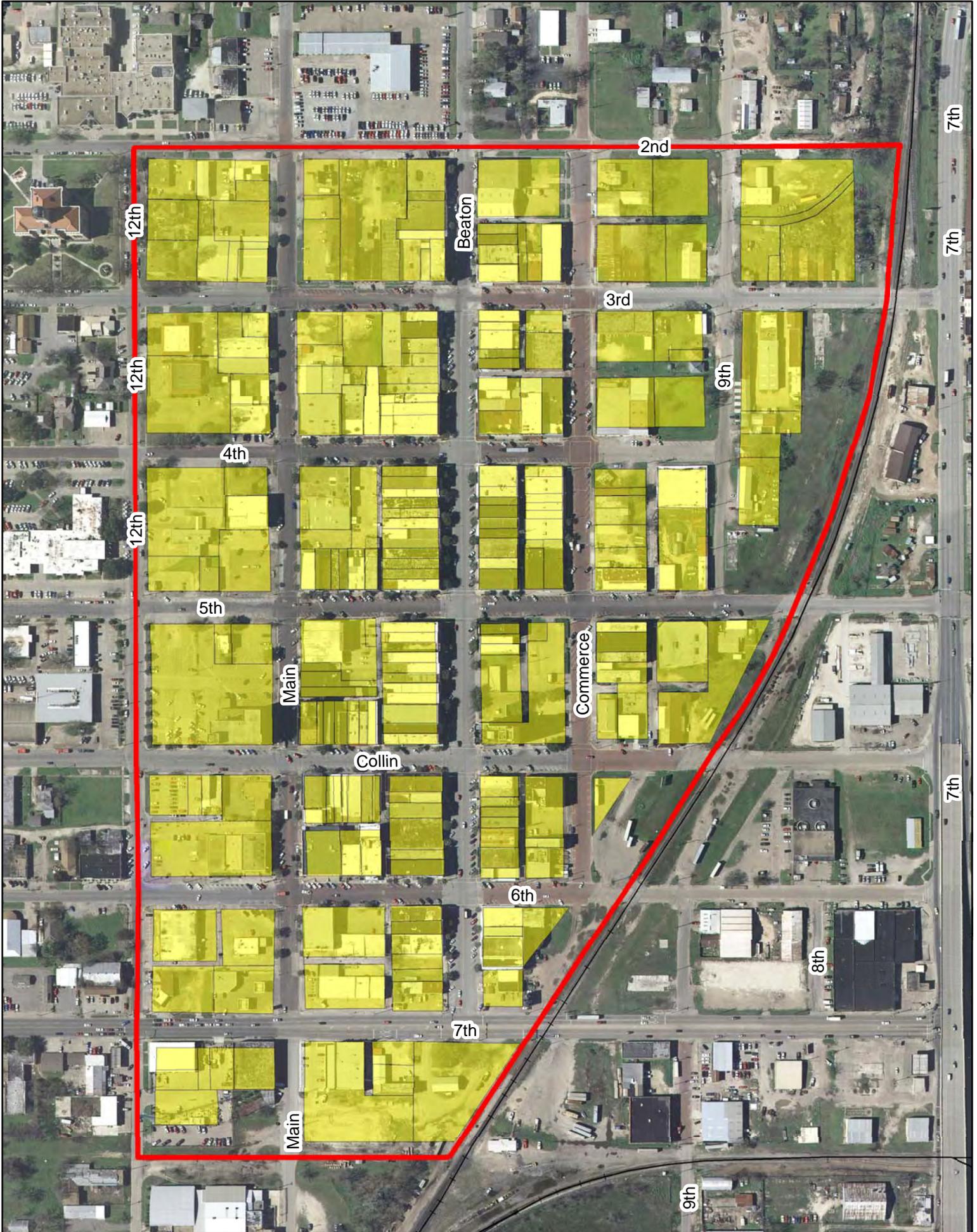
- e. Any work performed prior to the approval of the COA and issuance of the applicable building permit(s) may result in an increase in assessed value for ad valorem taxes.
- f. Following issuance of COA, property owner may not make any modifications unless prior written approval is received from City of Corsicana.
- g. All work that is claimed must receive a final inspection by the City of Corsicana, Texas.
- h. After a final inspection has been performed and all work has been approved, the City of Corsicana will notify the Navarro Central Appraisal District that the appraised value of the structural alterations or new construction completed shall not be added to the tax roll for a period of five (5) years.
- i. Certificates of Appropriateness (COA) must be submitted to Main Street & Tourism Director.

Applications for Reinvestment Tax Credit and Certificate of Appropriateness must be submitted to:

Steve Dieterichs
Main Street & Tourism Director
City of Corsicana
301 South Beaton Street
Corsicana, Texas 75110
Telephone: 903.654.4851
Fax: 903.654.4999
Email: mainst@ci.corsicana.tx.us



Historic Main Street District





THE CITY OF CORSICANA, TEXAS REINVESTMENT TAX CREDIT APPLICATION

200 NORTH 12th STREET · CORSICANA, TEXAS · 75110 · (903) 654.4803

In accordance with City of Corsicana City Ordinance No. 2538, the following application is submitted to the City of Corsicana in consideration for Reinvestment Tax Credit for the following real property that is located within the boundaries of the Corsicana Downtown Revitalization District:

DATE OF APPLICATION: _____
 PROPERTY OWNER'S NAME: _____
 NAME OF BUSINESS: _____
 PROPERTY STREET ADDRESS: _____
 BUSINESS TELEPHONE: _____ HOME TELEPHONE: _____
 CELLULAR TELEPHONE: _____ E-MAIL: _____
 PROPERTY TAX IDENTIFICATION NUMBER (R#####): _____

In the space provided below, please detail the proposed repairs, improvements, and/or renovations with estimated expenditures that are planned for the real property:

TYPE OF REPAIR OR IMPROVEMENT	ESTIMATED EXPENSE
1.	
2.	
3.	
4.	
5.	
6.	
7.	

PROPERTY OWNER'S SIGNATURE: _____

TAX ADJUSTMENT <i>(FOR CITY OF CORSICANA OFFICE USE ONLY)</i>	
Total City Tax Owed for Property:	\$
(Less) Amount of Reinvestment Credit Authorized:	\$
Net Amount of City Taxes Owed:	\$

AUTHORIZATION <i>(FOR CITY OF CORSICANA OFFICE USE ONLY)</i>	
1a. City Staff Member Receiving Application:	1a. Date Application is Received:
1b. Economic Development (ED) Director:	1b. Date of Project Approval by EDD:
1c. Main Street (MS) Director:	1c. Date of Project Approval by MS Director:
1d. Planning & Zoning (P&Z) Director:	1d. Date of Project Approval by P&Z Director:
2. Date Permit is Issued (As Applicable):	3. Date of Final Inspection (Completed Work):
4. Date Invoices and/or Canceled Checks Are Received:	5. Date of Approval by City Council:
6. Reinvestment Credit Authorized by City Council:	7. Date Reinvestment Approval is Granted:

NOTE: Please note that all work must be completed within the same year in which the reinvestment tax abatement is granted. All applicable permits must be obtained and all inspections as applicable must be performed. The completed Reinvestment Tax Credit Application (Application) must be submitted to the City of Corsicana, Economic Development Department, *prior* to the performance of any work. Please attach a copy of the tax statement for the real property to this Application. Copies of the paid invoices and/or copies of canceled checks must be submitted to the Economic Development Department immediately following the completion of the final inspection in order for the Application to be complete.



THE CITY OF CORSICANA, TEXAS
CERTIFICATE OF APPROPRIATENESS
 200 NORTH 12th STREET · CORSICANA, TEXAS · 75110 · (903) 654.4803

In accordance with City of Corsicana City Ordinance No. 2538, the following application is submitted to the City of Corsicana in consideration for Certificate of Appropriateness for the following real property that is located within the boundaries of the Corsicana Downtown Revitalization District:

DATE OF APPLICATION: _____
 PROPERTY OWNER'S NAME: _____
 NAME OF BUSINESS: _____
 PROPERTY STREET ADDRESS: _____
 BUSINESS TELEPHONE: _____ HOME TELEPHONE: _____
 CELLULAR TELEPHONE: _____ E-MAIL: _____
 PROPERTY TAX IDENTIFICATION NUMBER (R#####): _____

In the space provided below, please detail the proposed renovations to the subject property. Attach separate pages if necessary.

DETAILED DESCRIPTION OF PROPOSED MODIFICATIONS <i>TO BE COMPLETED BY APPLICANT: ATTACH SEPARATE PAGES IF NECESSARY</i>

In the spaces provided below, please circle the appropriate response regarding the attachments being provided with this application. Attach separate pages as necessary.

ATTACHMENTS <i>TO BE COMPLETED BY APPLICANT: ATTACH SEPARATE PAGES AS NECESSARY</i> <i>*Required Attachments</i>					
*Exterior photographs of the subject property:	YES	NO	*Elevation drawings of the proposed changes:	YES	NO
*Interior photographs of the subject property:	YES	NO	Historical photographs of the subject property:	YES	NO
*Material samples to be used (paint, masonry, etc)	YES	NO	Photographs of adjacent properties:	YES	NO
*Signage: Scaled drawing showing location of signage on property, type of lettering, dimensions & colors, description of materials, method of illumination:				YES	NO
*Site Plan (if site modifications are requested):				YES	NO

PROPERTY OWNER'S SIGNATURE: _____

AUTHORIZATION <i>(FOR CITY OF CORSICANA OFFICE USE ONLY)</i>	
1a. City Staff Member Receiving Application:	1a. Date Application is Received:
1b. Economic Development (ED) Director:	1b. Date of Project Approval by EDD:
1c. Main Street (MS) Director:	1c. Date of Project Approval by MS Director:
1d. Planning & Zoning (P&Z) Director:	1d. Date of Project Approval by P&Z Director:
2. Date Permit is Issued (As Applicable):	3. Date of Final Inspection (Completed Work):
4. Date Invoices and/or Canceled Checks Are Received:	5. Date of Approval by City Council:
6. Tax Abatement Authorized by City Council:	7. Date Tax Abatement Approval is Granted:

NOTE: All applicable permits must be obtained and all inspections as applicable must be performed. The completed Certificate of Appropriateness Application (Application) must be submitted to the City of Corsicana, Economic Development Department, *prior* to the performance of any work. Please attach a copy of the tax statement for the real property to this Application. Copies of the paid invoices and/or copies of canceled checks must be submitted to the Economic Development Department immediately following the completion of the final inspection in order for the Application to be complete.