

# **Checklist for Historical Landmark Preservation Commission (HLPC) Tax Exemption**

## **HLPC Tax Exemption APPLICATION**

The following documents must be submitted to consider the application complete. Therefore, incomplete applications will not be accepted or may result in delaying action on the case until the following month.

- Complete ONLINE application and fee
- Proof of ownership
- If property owned by corporation, a certificate of formation is required with proof of authority to sign.
- Final Plans of Improvement (Including signage)
- Notarized Documents
  - Statement of Completion
  - Agreement to Maintain
  - Commitment to Repay
  - Signature Page
- Tax Certificate
- Statement of Costs
- Detailed Statement of Proposed Use

**CITY OF WACO**  
**AGREEMENT TO MAINTAIN**  
**AND**  
**STATEMENT OF COMPLETION**

**for a Designated Historic Landmark Property**

\_\_\_\_\_ does hereby agree to maintain, for the duration of tax exemption, the certified property located at \_\_\_\_\_ and described in the attached field notes in accordance with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and the Standard Building Code, Chapter 1, Section 101.6.

In addition, \_\_\_\_\_ does hereby certify that the above described historic property has been improved as required by the City of Waco Historic Landmark Preservation Commission.

Signed and sworn this the \_\_\_\_\_ day of \_\_\_\_\_, the year 20 \_\_\_\_\_ by

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Legal Capacity \_\_\_\_\_

Before me, the undersigned authority, Notary Public in and for the State of Texas, on this day personally appeared, \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument and he acknowledged to me that he executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this the \_\_\_\_\_ day of \_\_\_\_\_, the year 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas  
My Commission Expires \_\_\_\_\_.

**CITY OF WACO**

**AGREEMENT TO MAINTAIN**

**For a Designated Historic Landmark Property**

\_\_\_\_\_ does hereby agree to maintain, for the duration of tax exemption, the certified property located at \_\_\_\_\_ and described as \_\_\_\_\_ in accordance with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and the Standard Building Code, Chapter 1, Section 101.6.

Signed and sworn this the \_\_\_\_\_ day of \_\_\_\_\_, the year 20 \_\_\_\_\_ by

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Before me, the undersigned authority, Notary Public in and for the State of Texas, on this day personally appeared, \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument and he acknowledged to me that he executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this the \_\_\_\_\_ day of \_\_\_\_\_, the year 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas  
My Commission Expires \_\_\_\_\_.

**CITY OF WACO**  
**HISTORIC LANDMARK TAX ABATEMENT**  
**STATEMENT OF COMMITMENT TO REPAY**  
**TAXES FOR NONCOMPLIANCE**

\_\_\_\_\_, does hereby commit to repay to the City of Waco all City taxes previously exempted on property located at \_\_\_\_\_ and described as \_\_\_\_\_ should the property be determined by the City Building Official and Historic Preservation Officer to be out of compliance with any of the provisions of Section 28-1141 of the City of Waco Code of Ordinances.

This commitment shall be filed in the McLennan County Deed Records and shall run with the land and bind the owner and the owner's heirs and assigns. Any unpaid repayment shall constitute a lien against said property.

Signed and sworn this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Legal Capacity \_\_\_\_\_

Before me, the undersigned authority, Notary Public in and for the State of Texas, on this day personally appeared, \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and he acknowledged to me that he executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas  
My Commission Expires \_\_\_\_\_.



**SIGNATURE PAGE:  
APPLICATION FOR CITY OF WACO  
HISTORIC LANDMARK PRESERVATION COMMISSION (HLPC)  
TAX EXEMPTION**

**I hereby certify that: a) the information included in this application is true to the best of my knowledge, and b) I have checked to determine that no deed restrictions apply to this property that conflict with this request.**

Applicant's Signature	Date	Name (PRINTED)
Address & Zip	Telephone	Email Address

Present Owner(s) Signature	Date	Name (PRINTED)
Address & Zip	Telephone	Email Address

Buyer(s) Signature, if under contract	Date	Name (PRINTED)
Address & Zip	Telephone	Email Address

List names of all partners, board members, and officers of companies involved in this case, in order for the Plan Commission to determine conflicts of interest they might have in individual cases. Failure to do so may result in delaying action on the case until the following month: \_\_\_\_\_

**Please print, sign, and attach to your online application in Energov.**

For HLPC Tax Exemption Application:

In signing this application, I hereby swear that the information stated above is true and correct to the best of my knowledge and belief. I further swear that I will abide by all laws, ordinances, and regulations governed by the City of Waco and the State of Texas.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Case No. \_\_\_\_\_

**SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**  
**NOTARY \_\_\_\_\_**