



City Of Waco

APPLICATION FOR RESIDENTIAL TAX ABATEMENT, WAIVER OF FEES & RELEASE OF LIENS

YOUR PROPERTY MUST BE APPROVED FOR TAX ABATEMENT AND AN AGREEMENT EXECUTED BEFORE ANY BUILDING PERMITS ARE ISSUED OR ANY IMPROVEMENTS ARE MADE TO YOUR PROPERTY.

APPLICATION CHECK LIST

Please submit the following documentation:

- checkbox A completed application and other requested documentation (hard copy and electronically).
checkbox Application fee – check or money order for \$150.00.
checkbox Proof of ownership of project property, such as warranty deed, affidavit of heirship, HUD I, or a probated will.
checkbox Plat Map showing precise location of project property and address and complete legal description and Census Tract & Block Group of project property. Title abstract of project property (if applying for release of liens).
checkbox Appraisal or MCAD Value of project property.
checkbox Site plan of project property, including building design and set backs.

For Rehabilitation Projects Only

- checkbox A completed set of Rehabilitation, Renovation and/or Expansion Plans and a budget of eligible costs\*.

\* Eligible rehabilitation includes only physical improvements to real property. It does NOT include personal property such as furniture, appliances, equipment, and/or supplies. Total eligible rehabilitation cost must equal or exceed \$30,000.00 to be eligible for the tax abatement.

If you need further information or clarification to complete this form and submit requested documents, please contact Housing and Economic Development Services at (254) 750-5656, or (254) 750-5774.

I. APPLICANT / AGENT INFORMATION

1. Applicant/s: \_\_\_\_\_

2. Contact Person: \_\_\_\_\_

3. Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Phone Number: \_\_\_\_\_ Other Number: \_\_\_\_\_

5. Email: \_\_\_\_\_

6. Agent's Name: \_\_\_\_\_

7. Agent's Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

8. Agent's Phone Number: \_\_\_\_\_ Other Number: \_\_\_\_\_



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**II. PROJECT ELIGIBILITY**

1. Please provide the Census Tract & Block Group of the address applying for Tax Abatement. (<https://geocoding.geo.census.gov/geocoder/geographies/address?form>)
  - a. Census Tract \_\_\_\_\_
  - b. Block Group \_\_\_\_\_
  
2. Please list the addresses and legal descriptions of the project and other properties you own in the City of Waco. Attach metes and bounds description if no address or legal description is available.

**Table 1: Property Ownership** (Attach additional sheets of paper as needed.)

Address	Zip Code	Legal Description (if no address available)		
		Subdivision	Lot No.	Block No.

3. For each property listed in Table 1, please check the boxes below to indicate if:
  - a. There are taxes due; or
  - b. There are City liens; or
  - c. You have been subject to a Building Standards Commission’s Order of Demolition where the property was demolished within the last five years.

**Table 2: Property Taxes and City Liens** (Attach additional sheets of paper as needed.)

Address	Property Taxes Due	City Liens on Property				
		Weed Liens	Board-up/Open Liens	Demolition Liens	Paving Liens	Order of Demolition



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4. Does the proposed project conform to City of Waco Zoning?  
 Yes  No **If no, what steps are being taken to ensure compliance?**\_\_\_\_\_
5. Check if this a new home , or a renovation/expansion  project.
6. What is the estimated sale price, appraised value or cost of the improvements?  
\_\_\_\_\_
7. Has this property received a tax abatement before? If so, please explain.  
\_\_\_\_\_
8. What is the intended use of the property?  
 **Single family**                       **Duplex**                       **Apartments**

**III. INCENTIVES**

What incentives are you applying for?

**1. Development Fee Waivers**

- All building permit related fees (including Plans Review and Inspections)
- Plat application fee (including concept plan, preliminary plat, final plat, and re-plat)
- Board of Adjustment application fee
- Demolition fee
- Zoning application fee
- Street and utility easement application fee
- Structure moving fee
- Tap fees (water and sewer)  
Meter Size\_\_\_\_\_

**2. Release of City Liens**

- Weed liens
- Board up/open structure liens, securing of structures
- Demolition liens
- Paving liens



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**IV. ACKNOWLEDGMENTS**

I hereby certify that the information provided is true and accurate to the best of my knowledge. I hereby acknowledge that I have received a copy of Residential Tax Abatement Guidelines and the Fee Waiver and Lien Release statements, which govern the granting of Tax Abatements, Fee Waivers and Release of City Liens, and that any VIOLATION of the terms of the Residential Tax Abatement Guidelines and the Fee Waiver and Lien Release or MISREPRESENTATION shall constitute grounds for rejection of an application or termination of incentives.

I understand that the approval of Fee Waivers and other incentives shall not be deemed to be approval of any aspect of the project. I understand that I am responsible in obtaining required permits and inspections from the City and in ensuring the project is located in the correct zoning district.

I agree to provide any additional information for determining eligibility as requested by the City.

\_\_\_\_\_  
(PRINTED NAME/S)

\_\_\_\_\_  
(SIGNATURE/S)

\_\_\_\_\_  
(DATE)

**Please email, and mail or deliver your application to:**  
City of Waco  
Housing and Economic Development Services  
P.O. Box 2570  
Waco, Texas 76702-2570  
[aprilh@wacotx.gov](mailto:aprilh@wacotx.gov)

**Would you have completed this renovation/rehabilitation or built the new home without the tax abatement incentive?  Yes  No**

