



# APPLICATION

## for Tax Abatement by Polk County, Texas

This application, required supporting documentation, and a \$500 application fee made payable to Polk County (non-refundable) must be submitted to the Polk County Judge to be eligible for consideration for tax abatement by the Commissioners' Court of Polk County. The mailing address and location for Polk County Judge is 101 W. Church, Ste. 300 Livingston, Texas 77351. This application will become part of the Tax Abatement Agreement and any knowingly false representations will be grounds for terminating the application and/or voiding the Tax Abatement Agreements. Polk County will forward copies of this application to other taxing jurisdictions if required by the Property Redevelopment and Tax Abatement Act.

<b>PART I. APPLICANT INFORMATION</b>		<b>Date:</b>
Company Name <sup>(1)</sup> :		
Company Address :		
Local Address (if different than above) :		
Local Phone :	Local Fax :	Yrs. In Polk County :
State of Incorporation :		Annual Sales :
Total Employees :	# Employees in Texas :	# Employees(currently) in Polk County :
Name & Address of Registered Agent:		
<p><sup>(1)</sup> Attach a description of Applicant Company, including brief history, corporate structure, financial statement and annual report, and legal documents showing incorporation information and authority to conduct business in the State of Texas. If Applicant conducts business under an assumed name, then Application must include legal documents showing authority to conduct business under assumed name.</p>		

## PART II. PROJECT INFORMATION

Project Site Location Address :

Legal Description <sup>(2)</sup> :

Taxing Units at Project Site :

School District: City: Other:

Tax Account Number/s :

Project Description <sup>(3)</sup> : (Check applicable)	<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Expansion
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Type of Facility <sup>(4)</sup> :

<input type="checkbox"/>	Convergent Technologies	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>	Regional Distribution Center
<input type="checkbox"/>	Regional Entertainment	<input type="checkbox"/>	Regional Office	<input type="checkbox"/>	Regional Service
<input type="checkbox"/>	Research	<input type="checkbox"/>	Research & Development	<input type="checkbox"/>	Other Industry

Describe product or service to be provided and to what purposes:

Variance: Is Applicant seeking a variance from the Polk County Tax Abatement Guidelines and Criteria?

YES  NO

If YES, attach a letter requesting and justifying the variance and include documentation to support the requested variance.

<sup>(2)</sup> Attach plat survey, with a metes and bounds description of project site.

<sup>(3)</sup> Attach statement fully explaining project and describing existing site and all proposed improvements, and provide complete detailed (line item) Investment Schedule/Budget detailing improvements for which abatement is requested.

<sup>(4)</sup> For regional facilities, provide market studies, business plans, or other materials demonstrating that the facility is intended to serve a primary market that lies at least one hundred (100) miles outside of Polk County.

### PART III. ECONOMIC INFORMATION

Construction Estimates :

Start Date :		Completion Date :	
Contract Amount : \$		Peak Construction Jobs :	
If Modernization :	Est. current economic life of structure Years :	Added economic life of structure Years:	

#### Permanent Job Creation / Retention of Existing Permanent Jobs in Polk County

Currently Employed :                      Jobs to be retained :                      Jobs to be created :

Estimated Appraised Value On Site	Land	Improvements	Total
Value on January 1 preceding abatement (per PCAD records and account number)			
Estimated value of new abatable investment: *Building			
Estimated value of new abatable investment: *Fixed and in place machinery and equipment			
Estimated value not subject to abatement (e.g., inventory)			
Estimated value of property subject to ad valorem tax at end of abatement period			

### PART IV. COPIES OF ORDER / ORDINANCE CREATING REINVESTMENT ZONE

**Applicant represents and warrants that the property for which abatement is sought is located within a reinvestment zone for purposes of Chapter 312 of the Texas Tax Code.**

With the Application submission, Applicant must include a copy of the order or ordinance designating the reinvestment zone, as well as any order or ordinance subsequently amending the designation. If the property for which abatement is sought is located in an enterprise zone that qualifies as a reinvestment zone for purposes of Chapter 312 of the Texas Tax Code, then Applicant must include documentation from the Governor's Office showing affirmatively that the property is located within a current enterprise zone.

## PART V. DESIGNATED CONTACT – INDIVIDUAL TENDERING APPLICATION

Company Representative Authorized for Contact:	Applicant's Authorized Company Official:
Name:	Name:
Title:	Title:
Phone:	Phone:
Email:	Email:
<b>AUTHORIZED SIGNATURE REQUIRED: (Company Official authorized to tender this application for Tax Abatement)</b>	
Signature of applicant:	Date:

**The following narrative information must be included with Application:**

**Introduction to the Company.** Applicant shall describe the company's business activities, locations, primary markets, history (when and where incorporated), headquarter location, parent or subsidiary company information to include a complete diagram showing names, ownership percentages, and which companies will be active and in what capacity on the project. Applicant shall also include the names of chief officers, and provide a copy of the annual report or financial statements.

**Reasons for seeking abatement.** Applicant shall state its reasons for seeking tax abatement and should include any special considerations. Applicant should state how the project will benefit the community where it will be located. If the Applicant is requesting any variance/s, it shall provide justification for the variance requested.

**Describe the project.** Applicant should provide facts about the proposed site (acreage, cost, location, ownership), and describe the type and value of proposed improvements. Applicant shall include a construction budget in line item format, and list fixed in place equipment to be included in the project. Applicant shall include a project timeline (running from start date through end date). Applicant shall provide environmental impact information and note any anticipated impacts of the project on the environment, including but not limited to, water quality, storm water and runoff, floodplain and wetlands, solid waste disposal, noise levels, and air quality. Applicant shall include its history of environmental compliance.

**Jobs.** Applicant must provide information on its current level of employment including current payroll and the breakdown of current employment by zip code. Applicant must provide a copy of the company's most recent filing with the Texas Workforce Commission or other supporting documentation that can be used to determine actual employment at time of application. Applicant must provide information on the projected job creation associated with the project, including: new employee needs (for example, skilled versus non-skilled, level of education, experience, etc.); its proposed pay scale; employee benefits; any training that the company will provide to its new employees; upward mobility opportunities, career tacks, etc., available to less educated and experienced workers; if this is a

consolidation, then information on the number of new hires versus the number of transfers; and information on construction jobs to be created by the project.

**Competition with local business.** Applicant shall list any competitor or similar businesses in the area and describe how abatement will impact competition with other similar businesses in the area.

**Alternative site considerations.** If applicable, Applicant shall provide information on alternative site considerations and/or incentives being offered to the company. Applicant shall state who the company has visited with outside of Polk County concerning tax abatement in another county, state, or country, and provide copies of any letters of intent from the entities offering abatement/incentive(s).

**Lease Agreement.** If Applicant will be leasing property, it must attach a copy of the lease. If the company owns or is purchasing land, Applicant must attach a copy of deed or executed contract-option to purchase and there must be an "out clause" listed in the special provisions stating that if tax abatement is not granted, then Applicant will not be held to the terms of the contract with the lessor/owner.

**Documentation showing property is located within a reinvestment zone.** Applicant must submit a copy of the required documentation showing that the property is located within a current reinvestment zone for purposes of Chapter 312 of the Texas Tax Code.

**Completeness of Submission.** The application for tax abatement shall not be considered complete until all required information and payment has been provided to Polk County. For questions, Applicant should contact the Polk County Judge, at 101 W. Church, Suite 300, Livingston, Texas 77351, phone number (936) 327-6813.