



**ECONOMIC  
DEVELOPMENT  
DIVISION**

**CITY OF HOUSTON  
APPLICATION FOR TAX ABATEMENT AND  
APPLICATION FOR CHAPTER 380 PROGRAM**

A completed original of this application, including supporting documentation must be submitted to the Chief Development Office, Economic Development Division, 901 Bagby, 4<sup>th</sup> Floor, Houston TX 77002. This application will become part of the agreement records and any knowingly false representations will be grounds for terminating the application and/or voiding the agreement.

# City of Houston

## Division of Economic Development

### Mission Statement

*The economic development team grows local and global businesses, while nurturing Houstonian's quality of life, an act only accomplished with sound public finance and disciplined sustainable development.*

### A Note from Economic Development

Thank you for your interest in Houston! After you complete this form, the development team will explore all opportunities to collaborate with your enterprise. The team uses this form to score projects objectively. Projects that align well with existing initiatives (both public and non-profit) may receive more aggressive assistance; conversely, some projects may receive no funding. Nevertheless, the City of Houston will give all projects a high value consultation along with resources to grow a business in Houston.

The economic development team reinforces and nurtures Houston's network of people, capital, and ideas, a network that gives Houston numerous comparative advantages. One such advantage is the abundant, elastic, and, affordable housing supply within the City. Projects that build on this advantage, creating affordable, mixed income neighborhoods, currently interest the development team.

Moreover, the development team understands that when Houstonians live in dense urban clusters a number of nuisances dissipate, nuisances including traffic congestion, CO<sub>2</sub> emissions, and infrastructure costs. With this in mind, the team seeks to grow residential capacity within the 610 loop, encouraging sustainable pockets of dense developments. Projects committed to working with local urban clusters to develop dense work/life areas within the loop interest the team. Finally, projects that build near light rail lines and major bus terminals intrigue the division.

The division also prioritizes companies that feel enthusiastic about working with school districts, community colleges, and workforce centers. The City believes investing in youth and workforce development will be integral to Houston's long-term growth. Companies that invest in Houston's workforce, believing their company lives in a symbiotic relationship with Houstonian education, will be given higher priority.

Finally, the City understands fixed cost barriers of entrepreneurs. Entrepreneurs that find themselves in a fixed cost dilemma, especially entrepreneurs that diversify Houston's industry mix, will be given particular attention.

Thank you again for your interest in Houston and best wishes in all future endeavors.

Sincerely,

*Gwendolyn Tillotson*  
*City of Houston, Deputy Director of Economic Development*

**Contents**

**Company Information** ..... 3  
**Project Background** ..... 5  
**Financial Pro Forma** ..... 6  
**Letters of Support** ..... 6  
**Project Type & Application Fee** ..... 6  
**“But For” Argument** ..... 7  
**Value Alignment** ..... 7

**Company Information**

Company Legal Name: \_\_\_\_\_

Federal Tax ID#: \_\_\_\_\_

Phone Number: \_\_\_\_\_

  

State of Incorporation: \_\_\_\_\_

Years in Houston: \_\_\_\_\_

Annual Sales:\* \$ \_\_\_\_\_

Total Employees: Houston: \_\_\_\_\_ Texas: \_\_\_\_\_ United States: \_\_\_\_\_

*\*Provide a copy of the most recent annual report or audited financial statements; If company is a start-up, provide documents of incorporation.*

Corporate Address: \_\_\_\_\_

Local Address (if different): \_\_\_\_\_

Website: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Business Structure**

- Privately Held Corporation     Publicly Held Corporation     Limited Liability Corporation  
 Sole Proprietorship     Partnership     Limited Partnership

Company Mailing Address: \_\_\_\_\_

**Business Origin**

- New Business or Start-Up     Opening New Location     Relocation from Within State  
 Relocation from Out of State     Expansion of Previous Location

**Industry Code**

North American Industry Classification (NAICS): \_\_\_\_\_

**Industry Cluster**

- Biotechnology and Life Science, not including medical services
- Advanced Technologies and Manufacturing, including four sub-clusters: Nanotechnology and Materials; Micro-electromechanical Systems; Semiconductor Manufacturing; Automotive Manufacturing
- Petroleum Refining and Chemical Products
- Energy, including three sub-clusters: Oil and Gas Production; Power Generation and Transmission; Manufactured Energy Systems
- Aerospace, Aviation and Defense
- Information and Computer Technology, including three sub-clusters: Communications Equipment; Computing Equipment and Semiconductors; Information Technology
- Other \_\_\_\_\_

**Project Background**

1. Provide statement of the proposed development, including description of existing site, all proposed building and infrastructure improvements planned on the site (*Acreage and company ownership*), as well as similar projects this company has developed. **(On a separate sheet)**
2. Attach an environmental impact study if land is undeveloped or previously served a facility that may have contaminated the land. **(On a separate sheet)**
3. What is the projected investment for the project? Provide complete itemized cost detail. **(On a separate sheet)**

4. Is there an obstacle (physical, financial, legislative, etc.) that currently prevents this development?

Yes                       No

If yes, please explain and attach documentation that explains the obstacle and any assumptions of why this obstacle is a barrier.

5. Please give the location of the planned investment (Either a Harris County Appraisal District (HCAD) reference or an exact address).

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*\*Attach site plans or plat survey, and a Metes & Bounds description*

6. Has the company benefited or applied for any federal, state, or local incentives for this project including but not limited to tax abatements?

Yes                       No

*If yes, please attach appropriate documentation that formally explains the total benefit of incentives.*

7. Is the applicant requesting a variance to the Tax Abatement guidelines? **(See link below)**  
If yes, describe the variance request and the explanation and related documentation justifying the variance. **(On a separate sheet)**

[https://www.municode.com/library/tx/houston/codes/code\\_of\\_ordinances?nodeId=CO\\_OR\\_CH44TA\\_ARTIVTAAB](https://www.municode.com/library/tx/houston/codes/code_of_ordinances?nodeId=CO_OR_CH44TA_ARTIVTAAB)

**Expected Timetable**

- 8. Project Construction Begins \_\_\_\_\_
- 9. Project Construction Ends \_\_\_\_\_
- 10. Project Operations Begin \_\_\_\_\_
- 11. Project Becomes Fully Operational \_\_\_\_\_

Estimated Appraised Value on Site	Land	Improvements	Total
Value on January 1 preceding abatement (Per Harris County Appraisal District Records and Account Number)	\$	\$	\$
Estimated value of new abatable investment: Building		\$	\$
Estimated value of new abatable 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		\$	\$

**Financial Pro Forma**

12. Is the financial pro forma template completed and attached, including a “but for” scenario?

- Yes                       No

**Letters of Support**

13. Did this potential development receive letters of support from community groups?

- Yes                       No  
*(If yes, please provide letters of support.)*

**Project Type & Application Fee**

14. This project is applying for:

- 380 Agreement (\$500 fee)                       Tax Abatement (\$1,000 fee)

**“But For” Argument**

15. The Mayor and City Council of the City of Houston require that there be a “but for” for each potential economic incentive package. Succinctly stated, this project would not occur “but for” the City of Houston approving the incentive. Describe below the kind of gap this project is experience that would satisfy the “but for” argument.

**Value Alignment**

**Employment & Cost Information**

- 16. Current employment: \_\_\_\_\_
- 17. Employment after project completion: \_\_\_\_\_
- 18. Employment 3 years after project completion: \_\_\_\_\_
- 19. Total projected cost: \_\_\_\_\_

***Provide the following items:*** **A.** Current payroll by job type - permanent vs temporary and full-time vs part-time; **B.** Most recent quarterly or annual filing with the Texas Workforce Commission to validate current employment level; **C.** Job type and salary for newly created jobs; **D.** Any training the company will provide to new employees; **E.** Upward or upskills opportunities for new employees; **F.** Educational tuition programs; **F.** List of all company Executives, Directors, and Board Members, including business address.

**For Commercial & Industrial Projects:**

20. Will this project increase the quality of life of Houstonians beyond market measures?

- Yes                       No

*If yes please explain:*

21. Will the company volunteer additional time or resources to underserved Houstonians?

- Yes                       No

*If yes please explain:*

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22. Would the company like to learn about the City of Houston’s non-profit partners?

- Yes                       No

**For Residential & Retail Projects:**

23. Will the project develop closer than a half mile from a planned or current light rail station?

- Yes                       No

24. Will the project develop housing that increases housing diversity (e.g. develop affordable housing in an affluent area or develop affluent housing in an underdeveloped area)?

- Yes                       No

*If yes please explain:*

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25. Will the project increase the quality of life for Houstonians (e.g. increased park space etc.), or create a community benefit (internship, job training, reentry training/placement, etc)?

- Yes                       No

*If yes please explain:*

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26. Will the project align with Livable Center guidelines (see link below)?

[http://www.h-gac.com/community/livablecenters/publications/livable\\_centers\\_brochure.pdf](http://www.h-gac.com/community/livablecenters/publications/livable_centers_brochure.pdf)

Yes                       No

If yes please explain:

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**Company Representative authorized for contact:**

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**To the best of my knowledge, the information included and attached is true and correct in this application, as evidenced by my signature below.**

**Authorized Company Official:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Application Date: \_\_\_\_\_