



**Application for Tax Abatement by Cameron County, Texas  
2015-2017 Guidelines**

This application, required supporting documentation, and a \$1,000 application fee made payable to Cameron County (non-refundable) must be submitted to the Cameron County Economic Development & Community Affairs Department to be eligible for consideration for tax abatement by the Commissioners' Court of Cameron County. The mailing address and physical location for delivery is Cameron County Historic Courthouse, 1100 E. Monroe, Suite 105, Brownsville, Texas 78520. ***This application will become part of the tax abatement agreement.*** Cameron County will forward copies of this application to other taxing jurisdictions if required by the Property Redevelopment and Tax Abatement Act.

**Part I. Applicant Information**

**Application Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Company name\* (complete corporate name must be listed): \_\_\_\_\_

\_\_\_\_\_

Company address: \_\_\_\_\_

Local address (if different than above): \_\_\_\_\_

Local Phone Number: E-Mail: \_\_\_\_\_

Local Fax Number: \_\_\_\_\_ Annual Sales: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Years in Cameron County: \_\_\_\_\_

Total number of employees worldwide: \_\_\_\_\_

Total number of employees in Texas: \_\_\_\_\_

Total number of employees in Cameron County: \_\_\_\_\_

Name and Address of Registered Agent: \_\_\_\_\_

\_\_\_\_\_

\*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, and status with the Secretary of State. If Applicant conducts business under an assumed name, then Application must include legal documents showing authority to conduct business under assumed name.

**Part II. Project Information**

Project site location address: \_\_\_\_\_

Legal description\*: \_\_\_\_\_

**Taxing units at project site:**

School District: \_\_\_\_\_ College District: \_\_\_\_\_

Municipality: \_\_\_\_\_ Other Districts \_\_\_\_\_

Other District #2 \_\_\_\_\_ Other District #3 \_\_\_\_\_

Tax Account Number(s): \_\_\_\_\_

\*Attach plat survey, with a metes and bounds description, for project site.

Project description\*\* (check applicable):       New Construction       Expansion

\*\*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.

**Type of Facility\*:**

- |   |   |
|---|---|
| <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 Basic Industry         |   |

Describe product or service to be provided and to what purpose: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*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 Cameron County.

**Variance**

Is Applicant seeking a variance from the Cameron County Tax Abatement Guidelines and Criteria as Amended?       Yes       No

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

**Part III. Economic Information**

Construction Estimate:

Start Date \_\_\_\_\_ Contract Amount \$ \_\_\_\_\_

Completion Date \_\_\_\_\_ Peak Construction Jobs \_\_\_\_\_

Construction Man-Years \_\_\_\_\_

If Modernization:

Estimated current economic life of structure \_\_\_\_\_ years

Added economic life of structure \_\_\_\_\_ years

Permanent Job Creation/Retention of existing permanent jobs in Cameron County:

Current employment \_\_\_\_\_

Jobs to be retained \_\_\_\_\_

Jobs to be created \_\_\_\_\_

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

**Part IV. Copies of resolutions required**

**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.** Applicant must include a copy of the county resolution or resolution designating the reinvestment zone, as well as any order or ordinance subsequently amending the designation, with their Application submission. If the property for which abatement is sought is located in an enterprise zone that qualifies as a reinvestment zone for Application 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: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Signature of Applicant’s Authorized Company Official tendering this Application for Tax**

**Abatement:** \_\_\_\_\_ (Application **must** be signed)

Date Signature signed above: \_\_\_\_\_

**Description of Narrative**

(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), headquarters 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 variances, 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; any training that the company will provide to its new employees; upward mobility opportunities, career tracks, 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 competition 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 Cameron 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 requirement 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.** Applicant's application for tax abatement shall not be considered complete until all required information and payment has been provided to Cameron County. For questions, Applicant should contact the Director of the Program Development & Management (PD&M) Cameron County Department, at 1100 E. Monroe, Suite 105, Brownsville, Texas 78520, phone number (956) 544-0829.

**\*\*Title 3. Local Taxation Subtitle B. Special Property Tax Provisions, Chapter 312. Property Development Sec. 312.003. Confidentiality of Proprietary Information.--**Information that is provided to a taxing unit in connection with an application or request for tax abatement under this chapter and that describes the specific processes or business activities to be conducted or the equipment or other property to be located on the property for which tax abatement is sought is confidential and not subject to public disclosure until the tax abatement agreement is executed. That information in the custody of a taxing unit after the agreement is executed is not confidential under this section. Added by 1989 Tex. Laws, p. 4684, ch. 1137, Sec. 2.