



Application Number EM - \_\_\_\_\_

Date Received \_\_\_\_\_

CITY OF FARMERS BRANCH  
 NEIGHBORHOOD RENAISSANCE PROGRAM  
 RESIDENTIAL INCENTIVES

**APPLICATION AND POLICY  
 FOR THE  
 EXTERIOR MAKEOVER INCENTIVES PROGRAM**  
 \$2,000 Minimum Improvement Value

This application and attached policy is for the Exterior Makeover Incentives Program only. Please refer to separate applications and policies for the Low Interest Repair Loan Program and the Major Remodel Incentives Program.

**Section A: Applicant Information**

\_\_\_\_\_  
 Applicant's Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City State Zip Code

\_\_\_\_\_  
 Phone Cell Fax

\_\_\_\_\_  
 Email

For additional information regarding this application or the Residential Incentives Program, please contact the City of Farmers Branch at (972) 919-2515.

**Section B: Exterior Makeover Improvement Information**

Address of home with Exterior Makeover improvements

Type of Improvement: (Check all that apply)

Install, Repair, or Replace:	Completion Date	Improvement Cost
<input type="checkbox"/> Soffit/Fascia		
<input type="checkbox"/> Roof		
<input type="checkbox"/> Siding		
<input type="checkbox"/> Windows (energy efficient)		
<input type="checkbox"/> Driveway		
<input type="checkbox"/> Fence		
<input type="checkbox"/> Exterior doors (including garage doors)		
<input type="checkbox"/> Patio cover		
<input type="checkbox"/> Carport		
<input type="checkbox"/> Front porch		
<input type="checkbox"/> House paint		
<input type="checkbox"/> Landscape beds (one time only)		
<input type="checkbox"/> Automatic sprinkler system		
<input type="checkbox"/> Gutters		
<input type="checkbox"/> Other: (Please specify)		

Total improvement value (minimum of \$2,000 to qualify): \$ \_\_\_\_\_

Applicant must provide the following:

- Valid permits for improvements (minimum of \$2,000 to qualify)
- For work done by contractor, a copy of the itemized contract showing all costs
- For work done by the Applicant, a signed affidavit stating the qualifying improvements, the cost of each, and the total cost

- Valid Texas driver's license or Texas I.D. card for identity verification
- Completed W-9 Form, including Social Security number, for tax purposes
- Before and after photographs of the improvements

### **Section C: Incentive Selection**

I have met the minimum qualifying improvements set forth in the policy as required for the applicable level of incentives. I am applying for the following incentives:

- Level One: \$300 gift card from participating vendors or cash (for Level One, Applicant's home, as identified in Section B, must not have a total appraised value exceeding \$150,000).
  - Level One Upgrade: \$100 gift card
  
- Level Two: \$400 gift card from participating vendors or cash and 50% permit fee rebate
  - Level Two Upgrade: \$200 gift card
  
- Level Three: \$500 gift card from participating vendors or cash, 50% permit fee rebate, and a cash grant of 1% of the applicable improvement cost.
  - Level Three Upgrade: \$300 gift card

Please refer to the attached policy for details on qualifying guidelines for the incentive levels and the upgrade incentive.

Incentives for improvement values of \$50,000 or more will be considered only under the Major Remodel Incentives Program.

### **Section D: Acknowledgements**

I hereby certify that the information provided is true and accurate to the best of my knowledge. I hereby acknowledge that I have read, understand and agree to comply with the City of Farmers Branch Exterior Makeover Incentives Program policy which is attached, which governs the granting of cash incentives, gift cards, refunds of permit fees, or other incentives, and that any VIOLATION of the terms of the policy or MISREPRESENTATION shall constitute grounds for rejection of an application or termination of incentives, or reimbursement of incentives if granted, at the total discretion of the City of Farmers Branch.

I understand that the approval of cash incentives, gift cards, refunds of permit fees, or other incentives shall not be deemed to be approval of any aspect of the construction or improvements project. I understand that I am responsible for obtaining all required permits and inspections from the City of Farmers Branch and in ensuring the project meets all current City requirements.

I understand that my application will not be processed if it is incomplete. I agree to provide any additional information for determining eligibility as requested by the City of Farmers Branch.

I understand that the award of any incentive is at the sole discretion of the City Council and that the program may be suspended, terminated, or modified at any time regardless of availability of funds or pending applications on file.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STATE OF TEXAS**                   §  
  §  
**COUNTY OF DALLAS**           §

BEFORE ME, \_\_\_\_\_, on this day personally appeared known to me or proved to me on the oath of \_\_\_\_\_ or through \_\_\_\_\_ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal)

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public in and for the State of Texas



**CITY OF FARMERS BRANCH  
NEIGHBORHOOD RENAISSANCE PROGRAM**

**EXTERIOR MAKEOVER INCENTIVES PROGRAM  
POLICY**

The following policies apply to the Exterior Makeover Incentives Program. Please refer to separate policies for the Low Interest Repair Loan Program and the Major Remodel Incentives Program.

The Exterior Makeover Incentives Program is made pursuant to Chapter 380 of the Texas Local Government Code and City of Farmers Branch Resolution No. 2008-079, which amends the comprehensive policy statement on local economic development and business incentives to include residential incentives.

The purpose of the Exterior Makeover Incentives Program is to encourage homeowners to make improvements to the exterior of their home including the yard area. Exterior improvements to one's home can motivate surrounding homeowners as well, and can increase the drive-up appeal of homes and neighborhoods.

**GENERAL**

1. Incentives under this program apply only to EXTERIOR MAKEOVER IMPROVEMENTS on single family-detached homes in the City of Farmers Branch. The minimum improvement value is \$2,000 to qualify for incentives. The maximum improvement value to qualify for incentives under this program is \$49,999. Incentives for improvement values of \$50,000 or more will be considered only under the Major Remodel Incentives Program.
2. For the purposes of this program, the term Applicant shall mean an individual person (or persons) that is the owner of the property listed in Section B of the Application.
3. City staff will not submit applications to the City Council unless applications are complete and comply with program policies. Applications must be submitted to the Marketing Specialist. Once staff verifies that the application is complete and all required documentation requirements have been met, the application will be submitted to the City Council for consideration. All applications must be approved by the Farmers Branch City Council.

4. A permit must be obtained from the City's Building Inspections Division *prior* to beginning work on any project eligible for an incentive under this program. Nothing in this policy shall supersede the requirements set forth in the permit. All work must be completed within the time allotted under the permit, unless an extension is sought and granted by the City.
5. All incentives will be awarded on a first-come, first-served basis and subject to fund availability and at the sole discretion of the City Council. The completion date, as set by the final inspection by the City inspector, will determine the order in which completed applications will be considered. See below for instructions on scheduling an inspection at the completion of the construction.
6. All construction must comply with all current City requirements.
7. An Applicant may only request incentives for each type of qualifying improvement once. For example, if an Applicant re-paints his home two times or re-landscapes their beds each spring, those improvements are eligible for incentives only the first time. Duplicate improvements due to weather or other circumstances will not be considered for incentives.
8. Applicant may only claim one upgrade incentive per application. For example, if the Applicant replaces all of the windows with energy efficient windows and replaces the entire fence using the upgraded materials, the Applicant is eligible for only one upgrade incentive amount even though both individual improvements included an upgrade.
9. If approved, the incentive will only be paid to the Applicant responsible for the improvements as stated under Applicant Information.
10. Applicant may apply for incentives once within any twelve-month period per property. Incentives will not be considered for renovations that were previously submitted for this or any other home incentive program.
11. Only improvements to the exterior of the home are eligible for this program. The list below identifies qualifying improvements and the minimum work required.
12. Upon completion, the improvement must be inspected and verified by a City inspector in order to qualify. The improvement must be inspected within 7 calendar days of completing the improvement. The application, receipts, and all other required documentation must be presented to the City within 60 calendar days of the date of inspection. In no way will this inspection serve in lieu of any code-required inspection of the home or be deemed to be approval of any aspect of the project.
13. At the time of application, the Applicant's property, as identified in Section B, must be in compliance with all of the City's codes and ordinances to be eligible to receive an incentive. Participation in this incentive program does not afford Applicants additional time to comply with existing code enforcement violations.

14. If the Applicant is completing the improvement as part of an insurance claim, the Applicant can use only the amount paid out of pocket as the base-qualifying amount for their incentives qualification. For example, if insurance is paying \$20,000 for replacing a roof and the Applicant adds another \$10,000 for additional roofing repairs or other qualifying improvements, the amount used to determine the incentive level is \$10,000.
15. The cash rebate shall be paid in a lump sum to the Applicant only. Rebate checks will not be split between different parties nor will checks be pro-rated over any time period.
16. Applicant shall not be eligible to receive any incentives if there are outstanding debts owed to the City by the Applicant. Once all debts are cleared, an Applicant may re-apply for incentives if the application is received prior to the 60-calendar day deadline (See Requirement Number 12 above).
17. The City Council will consider applications at regular intervals throughout the year. Disbursement of incentives with a total value over \$1,000 will occur only after the City Council has taken action to approve the application. Depending on when an application is received and reviewed by City staff, the time period between consideration by the Council and disbursement of incentives may be several months.
18. To be eligible for this program, Applicants must obtain a valid permit from the City dated on or after February 19, 2007.

## **QUALIFYING IMPROVEMENTS AND UPGRADES**

1. Replacement of soffit and fascia
  - a. Must replace a minimum of 50% to qualify
  - b. *Upgrade incentive with fiber-cement material such as Hardiplank*
  - c. *Upgrade incentive for replacing 100% of soffit and fascia*
2. Re-shingle roof with 30-year shingles
  - a. Must replace a minimum of 50% of the roof area to qualify
  - b. *Upgrade incentive for replacing entire roof*
3. Replace siding
  - a. Must replace a minimum of 50% of the total siding area to qualify
  - b. *Upgrade incentive with fiber-cement material such as Hardiplank*
  - c. *Upgrade incentive for replacing all siding*

4. Replace windows with energy efficient windows
  - a. Must replace a minimum of 50% of total windows in home to qualify
  - b. *Upgrade incentive with replacement of all windows with energy efficient windows*
5. Replace entire driveway with concrete to City specifications
6. Replace or repair fence to City specifications
  - a. Must replace or repair a minimum of 50% of the total linear feet of fencing to qualify
  - b. *Upgrade incentive for using steel posts and cedar OR for using treated wood pickets and rails*
7. Replace exterior doors including garage door
8. Replace patio cover with an architecturally compatible patio cover
9. Replace carport with an architecturally compatible carport
10. Construct a new garage
11. Construct a new front porch
12. Re-paint house
13. Create landscape beds in front yard
  - a. Must have edge treatment around landscape bed
  - b. Minimum bed size is 200 sq. ft.
  - c. Landscape bed must be mulched
  - d. Recommended plant list for the Dallas-Fort Worth area and plant care tips available at <http://www.txsmartscape.com/NorthCentralTX/main.asp>
  - e. *Upgrade incentive for tree plantings greater than 2" in diameter.*
14. Install automatic sprinkler system in the front and side yards
  - a. *Upgrade incentive for installing rain and freeze sensors*
15. Install gutters for entire home
16. For renovations not listed here, City staff will make an initial recommendation of eligibility for incentives under this program to the City Council prior to the Applicant beginning work. The City Council will make the final determination of eligibility.

## **INCENTIVE STRUCTURE**

The minimum improvement value to qualify under the Exterior Makeover Incentives Program is \$2,000. The Applicant may need to complete more than one improvement to meet the minimum improvement value of \$2,000. For example, if the Applicant installs gutters on the home, this improvement alone may not reach the minimum qualifying value. However, if that improvement were combined with additional approved improvements that brought the total improvement value to \$2,000, then the Applicant would be eligible for incentives.

The minimum incentive amount is \$300. For incentive Level One, the home value will be based on the most current total appraised value as identified by Dallas Central Appraisal District.

Gift cards will be from participating vendors (See City for listing of participating vendors). The Applicant may choose from which participating vendor(s) they would like their gift card or indicate if they prefer to receive their incentive in cash.

The City is not responsible for lost or stolen gift cards or cash grant or rebate checks. Duplicates will not be issued.

## **INCENTIVES LEVELS**

### **Level One: \$300 gift card from participating vendors or cash.**

To qualify for this incentive level, the Applicant must:

1. Complete total qualifying Exterior Makeover improvements between \$2,000 and \$10,000, and
2. Applicant's home, as identified in Section B, must not have a total appraised value exceeding \$150,000

For qualifying improvements with approved upgrades: an additional \$100 gift card from participating vendors or cash.

### **Level Two: \$400 gift card from participating vendors or cash and a rebate of 50% of all City permit fees for applicable improvements.**

To qualify for this incentive level, the Applicant must:

1. Complete total qualifying Exterior Makeover improvements between \$10,001 and \$25,000

For qualifying improvements with approved upgrades: an additional \$200 gift card from participating vendors or cash.

**Level Three: \$500 gift card from participating vendors or cash, a rebate of 50% of all City permit fees for applicable improvements, and a cash grant of 1% of the value of the applicable improvements.**

To qualify for this incentive level, the Applicant must:

1. Complete total qualifying Exterior Makeover improvements between \$25,001 and \$49,999:

For qualifying improvements with approved upgrades: an additional \$300 gift card from participating vendors or cash.

Incentives for improvement values of \$50,000 or more will be considered only under the Major Remodel Incentives Program.

### **DOCUMENTATION REQUIREMENTS**

1. For work done by a contractor, Applicant must provide a copy of the contract showing all itemized costs.
2. For work done by the Applicant, the Applicant must provide a signed affidavit stating the qualifying improvements, the cost of each, and the total amount of the qualified improvements.
3. Applicant must provide a valid Texas driver's license or Texas I.D. card for identity verification purposes.
4. Applicant must provide before and after photographs of the improvements.
5. The Applicant must provide a completed W-9 Form, including a Social Security number, pursuant to IRS regulations. The City is required to file tax documentation on disbursements over \$600.

### **GENERAL TERMS AND CONDITIONS**

Receipt of this application by the City does not commit the City to approve the application for incentives or to pay or award any incentive, or to pay any cost incurred in the preparation of the application.

The award of any incentive is at the sole discretion of the City Council and the program may be suspended or terminated at any time regardless of availability of funds or pending applications on file.

The City Manager or the City Manager's designee is authorized to modify the name of this program as needed for marketing or public relations purposes.

No application shall be accepted or incentive awarded that would result in a violation of the conflict of interest provisions of state law, the City Charter or the City's Ethics Policy. Pursuant to provisions in the City Charter and the City Code of Ethics, the City Council, City Manager, City Judge, individual board members, and City employees are ineligible for the receipt of benefits from this home incentive program.

All applications, and information contained therein, that are submitted are subject to disclosure pursuant to the Texas Public Information Act.