



Application Number MR - _____

Date Received _____

CITY OF FARMERS BRANCH
NEIGHBORHOOD RENAISSANCE PROGRAM
RESIDENTIAL INCENTIVES

**APPLICATION AND POLICY
FOR THE
MAJOR REMODEL INCENTIVES PROGRAM
\$25,000 Minimum Improvement Value**

This application and attached policy is for the Major Remodel Incentives Program only. Please refer to separate applications and policies for the Low Interest Repair Loan Program and the Exterior Makeover 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) 919-2505.

Section B: Major Remodel Information

Address of Remodeled Home

Type of Remodel: (Check all that apply):	Completion Date	Improvement Value
<input type="checkbox"/> Constructed an Addition: _____sq. ft.		
<input type="checkbox"/> Renovated Kitchen (not to include appliances)		
<input type="checkbox"/> Renovated Master Bath		
<input type="checkbox"/> Renovated Bedrooms		
<input type="checkbox"/> Swimming Pool (rehabilitation or renovation of existing in-ground pools only)		
<input type="checkbox"/> Garage Addition (Attached or Detached)		
<input type="checkbox"/> Other: (please specify):		

Total improvement value (minimum of \$25,000 to qualify): \$_____

Applicant must provide the following:

- Valid permits for improvements (minimum of \$25,000 to qualify)
- For work done by contractor, a copy of the contract showing all itemized costs
- For work done by the Applicant, a signed affidavit stating the qualifying improvements, the cost of each, and the total cost
- Insurance Claim Information (if applicable)
- 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: Incentives Selection

Level One: I have completed improvements valued between \$25,000 and \$99,999.

- Cash Grant: Up to 2% of the total improvement cost
- Permit Rebate: 50% of permit cost paid to the City refunded

Level Two: I have completed improvements valued at \$100,000 or greater.

- Cash Grant: Up to 2% of the total improvement cost
- Permit Rebate: 50% of permit cost paid to the City refunded
- Complimentary Services for Twelve Months (applicable to homesteaded property owner only) (May check as many services as desired):
 - Monthly City water and sewer service (maximum annual value of \$2,000)
 - WiFi service through the City's provider (Basic Monthly plan)
 - Family fitness membership at the Farmers Branch Recreation Center
 - Consultation with the City's horticultural staff (maximum of three 30 minute consultations)
 - Brookhaven Country Club social membership

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 Major Remodel Incentives Program policy, which is attached, which governs the granting of cash incentives, complementary services, 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, complimentary services, 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 in 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 incentives 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

**MAJOR REMODEL INCENTIVES PROGRAM
POLICY**

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

The Major Remodel 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 Major Remodel Incentives Program is to encourage significant capital investment in home renovations that improve the value of the home.

GENERAL

1. Incentives under this program apply only to MAJOR REMODEL IMPROVEMENTS on single family-detached homes in the City of Farmers Branch. The minimum improvement value is \$25,000 to qualify for incentives.
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 Building Inspections *prior* to beginning work on any project requesting an incentive through 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. The improvement cost, which determines the level of eligible incentives, is determined by the value identified on the permit.
8. If approved, the incentives will only be paid to the Applicant responsible for the improvements as stated under Applicant Information.
9. 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 residential incentives program.
10. 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.
11. 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 program does not afford the Applicant additional time to comply with existing code enforcement violations.
12. If an Applicant completes qualifying improvements and chooses one of the complimentary services such as the Internet or Water and Sewer service, the incentive is non-transferable and has no cash value should the Applicant vacate the home prior to the end of the term of service.
13. 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 qualifying amount for their incentives qualification. For example, if insurance is paying \$50,000 to replace the kitchen due to fire damage and the Applicant adds another \$40,000 to add other qualifying improvements, the amount used to determine the incentive level is \$40,000.
14. The cash grant shall be paid in a lump sum to the Applicant only. Grant checks will not be split between different parties nor will checks be pro-rated over any time period.
15. 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 10 above).

16. For WiFi service, the City shall be responsible for the monthly recurring cost of a Basic Monthly rate plan, currently valued at \$19.95 per month. If the Applicant chooses a higher priced plan or if the vendor raises the rate for Basic Monthly service, the City shall only be responsible for the cost of the original Basic Plan. If no WiFi is available, an equivalent Internet service may be substituted at the Basic Monthly service level.
17. For WiFi service, Brookhaven Country Club membership, and Recreation Center membership, there may be a gap between the commencement of service and payments from the City for the service. Once the City receives confirmation of service, the application will be forwarded to the City Council for consideration. Disbursements will not be made retroactively for monthly payments incurred by the Applicant during the application approval process.
18. Periodically, Applicants may be asked to provide to the City billing statements from the service providers, such as WiFi and Brookhaven Country Club, to verify continued service and/or membership.
19. 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.
20. To be eligible for this program, Applicants must obtain a valid permit from the City dated on or after February 19, 2007.
21. The City shall not be responsible for any cost increases for complimentary services that occur during the twelve-month period under which the City has made payment.
22. Credit for City water and sewer service shall be in the amount of actual costs incurred by the Applicant. Total credits for City water and sewer service during the twelve-month period shall not exceed \$2,000
23. A one-time payment for the equivalent value of twelve consecutive months of complimentary services provided by service providers other than the City will be paid directly to the service provider, not the Applicant.

QUALIFYING IMPROVEMENTS

1. Construction of an addition to the main residential structure
 - a. Must be air-conditioned living space
 - b. Must add a minimum of 100 square feet to the main residential structure
 - c. Exterior must be architecturally compatible with existing structure

- d. Includes construction of media/game rooms
2. Renovation of the kitchen
 - a. May include replacement of countertops, flooring, lighting, sinks, islands, bar tops, and cabinetry
 - b. May include an expansion of the kitchen area
 - c. May include relocation of plumbing, electrical, and gas connections
 - d. Appliances may not be included in the renovation cost. These include:
 - i. Ranges
 - ii. Stoves/Hoods
 - iii. Refrigerators/Freezers
 - iv. Microwaves
 - v. Dishwashers
3. Renovation of the master bath
 - a. May include replacement of countertops, flooring, lighting, sinks, tubs, fixtures, toilets, and cabinetry
 - b. May include an expansion of the bathroom area
 - c. May include relocation of plumbing and electrical connections
4. Renovation of bedrooms
 - a. May include replacement of flooring, lighting, fixtures, and closets
 - b. May include an expansion of the bedroom areas
 - c. May include relocation of electrical connections
5. Construction of an attached or detached garage
 - a. Must be architecturally compatible with existing structure
6. Renovation or rehabilitation of an existing in-ground swimming pool
7. For renovations not listed here, City staff will make a determination of eligibility for incentives under this program prior to the Applicant beginning work.

INCENTIVE STRUCTURE

1. For improvements valued between \$25,000 and \$99,999, the qualified Applicant is eligible to receive a cash grant of up to 2% on that value and a rebate of 50% of the permit fees paid to the City.
2. For improvements valued at \$100,000 or greater, the qualified Applicant is eligible to receive a cash grant of up to 2% on that value, a rebate of 50% of the permit fees paid to the City, and may choose all or some of the following complimentary services for twelve months (applicable to homesteaded property owner only):
 - a. Monthly water and sewer service (maximum annual value of \$2,000)
 - b. WiFi through City's provider (Basic Monthly Plan)
 - c. Recreation Center Fitness Membership for the family

- d. Consultation with the City horticultural staff (maximum of three 30-minute consultations and does not include the creation of a landscape layout or design)
 - e. Brookhaven Country Club social membership
3. For incentives provided by other service providers including but not limited to Brookhaven Country Club and the City's WiFi service provider, the City's obligation is limited to a payment equivalent to twelve consecutive months of membership/service and is dependent upon approval of the Applicant's membership or service application by that service provider.

Applicant must meet the following conditions:

- a. Applicant must reside within the City of Farmers Branch;
 - b. Applicant must continue to meet eligibility requirements for membership/service per requirements set forth by each service provider;
 - c. Applicant may be asked to provide proof of continued service/membership for each service provider to the City.
4. The City is not responsible for lost or stolen grant or rebate checks. Duplicates will not be issued.

DOCUMENTATION REQUIREMENTS

1. For work done by a contractor, Applicant must provide a copy of the contract showing all itemized costs.
2. For work completed by the Applicant, the Applicant must provide a signed affidavit stating the qualifying improvements, the cost of each and the total amount of the qualifying 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. All Applicants 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 with the IRS.
6. Insurance claim information, if applicable.
7. Prior to the City providing payment for the complimentary services provided by a service provider other than the City, the Applicant must provide confirmation of account establishment. This documentation is not necessary for an application to be considered complete and is not subject to the 60-calendar day requirements. City staff may process the application without confirmation of account establishment.

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 incentives 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 make administrative amendments to the program or 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 residential incentives program.

For incentives provided by other service providers including but not limited to Brookhaven Country Club and the City's WiFi service provider, the City's obligation is limited to the cost of annual membership or service and is contingent upon approval by the service provider of the Applicant's membership or application for service with that service provider. Additional costs including but not limited to installation charges, initiation/set-up fees, taxes, early termination fees, late fees, and equipment rental fees, are not covered under this program and are the sole responsibility of the Applicant. Periodically, the City may request service provider statements from the Applicant to verify continued service. Failure to produce documentation verifying continued service may result in payments for such service(s) to be discontinued immediately.

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