

Waller County

Tax Abatement Application Check List

After completing the application, please be prepared to attend commissioners' court for hearing if requested.

1. Ensure that no construction or improvements have been made to the property prior to applying for abatements.	<input type="checkbox"/>
2. Read the Tax Abatement Policy Guidelines & Criteria to ensure that your project qualifies.	<input type="checkbox"/>
3. Completed economic impact analysis.	<input type="checkbox"/>
4. If the economic analysis returned positive results, proceed with application for tax abatements. Although not always requested for established public companies, for privately owned and new companies, be prepared and gather company and financial information. <input type="checkbox"/> Documentation showing when company was established (corporate charter or DBA) <input type="checkbox"/> Business references (name, contact and telephone number of principal bank, accountant and attorney) <input type="checkbox"/> May be required to submit an audited financial statement and business plan (usually required for new companies, but could be required of any applicant)	<input type="checkbox"/>
5. Complete application and include any necessary supporting documentation.	<input type="checkbox"/>
6. Complete the certification of value of proposed site from the Waller County Appraisal District (included with application)	<input type="checkbox"/>
7. Submit application for preliminary review.	<input type="checkbox"/>
8. Make any adjustment resulting from the preliminary review.	<input type="checkbox"/>
9. Submit the final application with your filing fee of 300.00.	<input type="checkbox"/>

Waller County Economic Development Partnership
Economic Impact Data Sheets

The information requested on these data sheets is needed by the Waller County Economic Development Partnership to perform an economic impact analysis of your firm's proposed facility or expansions in Waller County, Texas. Please pencil in the information requested and fax these completed sheets to:

Waller County Economic Development Partnership
742 12th Street
Hempstead, TX 77445
(979) 921-9059
(979) 921-9057 fax

If you have any questions concerning the information being requested on these data sheets, please call or e-mail Vince Yokom, Executive Director, Waller County Economic Development Partnership, vyokom@instrux.com.com.

About Your Firm:

Name of firm: _____

Current address: _____

Phone number: _____ Fax number: _____

Person completing this form: _____

Location of the firm's proposed or existing facility in Waller County:

Description of the firm's business and plans to develop or expand in Waller County:

The firm's primary NAICS: _____

Your Firm's Taxable Assets, Employees and Operations:

Market value of the firm's new or additional property purchased each year at its local facility that will be on local property tax rolls on January 1:

Yr.	Land	Buildings and Improvements	Furniture, Fixtures and Equipment	Total
1	\$ _____	\$ _____	\$ _____	\$ _____
2	\$ _____	\$ _____	\$ _____	\$ _____
3	\$ _____	\$ _____	\$ _____	\$ _____
4	\$ _____	\$ _____	\$ _____	\$ _____
5	\$ _____	\$ _____	\$ _____	\$ _____
6	\$ _____	\$ _____	\$ _____	\$ _____
7	\$ _____	\$ _____	\$ _____	\$ _____
8	\$ _____	\$ _____	\$ _____	\$ _____
9	\$ _____	\$ _____	\$ _____	\$ _____
10	\$ _____	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____	\$ _____

Will the costs of buildings and real property improvements be new construction?

Yes ____ No ____

Percent of construction costs for materials and labor:

Materials _____ %
 Labor _____ %
(Enter 50% for each if unknown.)

Percent of construction materials that will be taxable and purchased in the City where the firm is or will be located, if known _____ %
(Enter 20% if unknown.)

Percent of taxable spending by construction workers that will be in the City where the firm is or will be located, if known _____ %
(Enter 25% if unknown.)

Percent of furniture, fixtures and equipment that will be purchased in the City where the firm is or will be located, if known _____ %
(Enter 25% if unknown. Machinery and equipment used in manufacturing or processing operations are not taxable.)

Percent of furniture, fixtures and equipment that will be purchased that will be subject to sales taxes _____ %
(Enter 25% if unknown. Machinery and equipment used in manufacturing or processing operations are not taxable.)

Expected City building permits and other fees
to be paid during construction, if applicable:
(Example: 2,000)

Year	Total City Permits and Fees
1	\$ _____
2	\$ _____
3	\$ _____
4	\$ _____
5	\$ _____
6	\$ _____
7	\$ _____
8	\$ _____
9	\$ _____
10	\$ _____

Estimated taxable inventories, at the end of each year:

Year	
1	\$ _____
2	\$ _____
3	\$ _____
4	\$ _____
5	\$ _____
6	\$ _____
7	\$ _____
8	\$ _____
9	\$ _____
10	\$ _____

The firm's monthly utilities:

Year	Water	Wastewater	Solid Waste	Electricity	Natural Gas	Cable
1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
9	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Percent of annual increase in utilities after first year _____%

Number of phone lines _____

Percent of the firm's electricity and natural gas usage
for manufacturing or processing operations _____%

The firm's estimated taxable purchases of materials, supplies and services in the City:

Year	
1	\$ _____
2	\$ _____
3	\$ _____
4	\$ _____
5	\$ _____
6	\$ _____
7	\$ _____
8	\$ _____
9	\$ _____
10	\$ _____

The firm's estimated taxable sales in the City:

Year	
1	\$ _____
2	\$ _____
3	\$ _____
4	\$ _____
5	\$ _____
6	\$ _____
7	\$ _____
8	\$ _____
9	\$ _____
10	\$ _____

New employees to be hired:

Year	New employees to be hired each year	The number of these new employees who will move to the City from somewhere else to take job with the firm
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____

Average annual salaries of new employees in the first year \$ _____

Percent of expected annual salary increases after the first year _____%

Household size of a typical new worker moving to the County _____
(Enter 3 if unknown.)

Number of school age children, grades K-12, in the household _____

of a typical new worker who will move to the County
(Enter .75 if unknown.)

Expected out-of-Town Visitors the will Visit the Firm:

Number of out-of-town visitors expected at the firm in the first year _____

Percent of annual increase in the number of visitors _____%

Average number of days that each visitor will stay in the community _____

Average daily taxable visitor spending, excluding lodging \$_____

Average number of nights that a typical visitor will stay in a local motel _____

Expected out-of-Town Truckers Loading or Unloading at the Firm

Number of out-of-town truckers expected to load or unload at the firm in the first year _____

Percent of annual increase in the number out-of-town truckers _____%

Average daily taxable spending in the community by a typical trucker \$_____

Percent of truckers who will stay one night in a local motel _____%

Incentives, Including Tax Abatement, Being Considered for the Firm

(The following two sheets are to be used by the Waller County Economic Development Partnership to pencil in possible incentives that are being considered or requested by the firm. These amounts will be entered in the EDP's economic impact analysis model.)

Name of firm _____

Financial incentives, other than tax abatement, being considered for the firm:

Description of incentive:	By the City	By the County
Upfront incentives:		
Land	\$ _____	\$ _____
Cash grant	\$ _____	\$ _____
Other:		
<i>(describe)</i>		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<i>(Example: Extending water line)</i>		
Total of upfront incentives	\$ _____	\$ _____

Continuing incentives, if any:		
Year 1	\$ _____	\$ _____
Year 2	\$ _____	\$ _____
Year 3	\$ _____	\$ _____
Year 4	\$ _____	\$ _____
Year 5	\$ _____	\$ _____
Year 6	\$ _____	\$ _____
Year 7	\$ _____	\$ _____
Year 8	\$ _____	\$ _____
Year 9	\$ _____	\$ _____
Year 10	\$ _____	\$ _____
Total continuing incentives	\$ _____	\$ _____
 Total incentives	 \$ _____	 \$ _____

Property tax abatement:

Property taxes that will be abated on all of the firm's real and personal property, excluding inventory, or will be abated on the following property that will be acquired each year:

Year	Land improvements	Buildings and Equipment	Furniture, Fixtures, and Equipment	Total
1	\$ _____	\$ _____	\$ _____	\$ _____
2	\$ _____	\$ _____	\$ _____	\$ _____
3	\$ _____	\$ _____	\$ _____	\$ _____
4	\$ _____	\$ _____	\$ _____	\$ _____
5	\$ _____	\$ _____	\$ _____	\$ _____
6	\$ _____	\$ _____	\$ _____	\$ _____
7	\$ _____	\$ _____	\$ _____	\$ _____
8	\$ _____	\$ _____	\$ _____	\$ _____
9	\$ _____	\$ _____	\$ _____	\$ _____
10	\$ _____	\$ _____	\$ _____	\$ _____

Property taxes will be abated on the firm's real and personal property at the following percentages:

Year	City	County	School District	Special Taxing District 1	Special Taxing District 2
1	_____ %	_____ %	_____ %	_____ %	_____ %
2	_____ %	_____ %	_____ %	_____ %	_____ %
3	_____ %	_____ %	_____ %	_____ %	_____ %
4	_____ %	_____ %	_____ %	_____ %	_____ %
5	_____ %	_____ %	_____ %	_____ %	_____ %
6	_____ %	_____ %	_____ %	_____ %	_____ %
7	_____ %	_____ %	_____ %	_____ %	_____ %
8	_____ %	_____ %	_____ %	_____ %	_____ %
9	_____ %	_____ %	_____ %	_____ %	_____ %
10	_____ %	_____ %	_____ %	_____ %	_____ %

Freeport and inventories

Will any of the firm's inventories be subject to freeport exemption?

Yes ___ No ___

Inventory items used in assembling, storing, manufacturing, repair, maintenance, processing or fabricating that will be shipped out of Texas within 175 days of being acquired or brought into Texas are generally subject to freeport exemption. Therefore, property taxes are collected on this exempt inventory. However, not all local taxing districts in Waller County currently offer this tax break.

Percent of the firm's inventories that would be subject to freeport exemption _____%

Will the firm apply for freeport exemption, if available? Yes ___ No ___

Average annual utility franchise fees collected by the city from utility providers on each household \$ _____

The City's cost of providing utilities, as a percent of total utility billings

For residential customers \$ _____

For the firm included in this analysis \$ _____

Miscellaneous taxes and user fees to be collected annually from each new resident \$ _____

Rate of expected annual increase in the above miscellaneous taxes and user fees _____%

The city's estimated expected additional annual operating expenditures for each new resident in the city, excluding utilities \$ _____

Rate of expected annual increase in the above expenditures _____%

Waller County Information and Rates

County property tax rate \$ _____ County sales tax rate \$ _____

The County's expected annual miscellaneous taxes and user fees to be collected from each new resident in the County \$ _____

Rate of expected annual increase in the above expenditures _____%

The County's estimated expected annual expenditures for each new resident in the County \$ _____

Rate of expected annual increase in the above expenditures _____%

School District in Which the Firm is or Will be Located:

School district name: _____

Property tax rate \$ _____

The school district's estimated marginal cost of providing services to each new child in the district:

The school district's average cost per child \$ _____

Estimated additional cost that the school district will incur for each child that moves to the district, as a percent of average cost _____%

Rate of expected annual increase in the above costs _____%

Estimated annual state, federal and other funding per child received by the district: \$ _____

Estimated funding received per child from:

State aid \$ _____

Federal \$ _____

Other \$ _____

Rate of expected annual increase in the above state funding _____%

Special Taxing District 1 in Which the Firm is Located:

Name of special taxing district _____

Property tax rate \$ _____

Special Taxing District 2 in Which the Firm is Located:

Name of special taxing district _____

Property tax rate \$ _____

Other Community Rates and Information:

Discount rate for calculating the present value of costs and benefits _____%

Expected average annual inflation rate over the next ten years _____%

Percent of the gross salary of a typical worker spent on goods and services _____%

Average taxable value of a new single family residence constructed in the City \$ _____

Average taxable value of a new multi-family residence constructed in the City \$ _____
(Estimate this value, if needed, at 60% of the value of a single family residence)

Percent of total new residences that may be built for some new workers moving to the the City:

Single family residences _____%

Multi-family residences _____%

Rate of expected annual increase in the taxable value of residential property in the County _____%

Rate of expected annual increase in the taxable value of commercial property in the County _____%

Percent of the total cost of new residential property which is for the structure only -- excluding the land cost _____%

Percent of construction costs for new residential property which is for:

Construction materials _____%

Labor _____%

Percent of total construction materials for new residential property that will be purchased in the City where the firm is or will be located _____%

Percent of salaries of workers constructing new residential property in the community that will be spent in the City where the firm is or will be located _____%

Multiplier for calculating salaries to be paid workers in indirect and induced jobs created in the community as a result of construction activities -- construction of the firm's facility, if applicable, and new residential property _____

Percentages for computing depreciable or taxable values of furniture, fixtures and equipment: heavy equipment:

Yr.	Percent of Market Value of FFE Subject to Property Taxes
1	___%
2	___%
3	___%
4	___%
5	___%
6	___%
7	___%
8	___%
9	___%
10	___%

FFE will be depreciated using straight line depreciation, a 10 year life and a 20% salvage value.