



CITY OF BAYTOWN

REVITALIZATION INCENTIVE ZONE (RIZ)

Process Guide

Dear Applicant/Owner:

Please use this to guide you through the RIZ process. The Community Development Division may require you to provide additional information not listed. Once you have been certified you can apply for your building permits. If you have any questions, please call Community Development at 281-420-5390.

Attach the following information with your completed RIZ application:

1. Proof of Ownership: A Deed or Warranty Deed for the proposed site for which an RIZ incentive is sought (Deed of Trust or Contract for deed will not satisfy this requirement);
2. Work to be completed: A clearly defined floor plan, site plan and site elevation or written detailed project description;
3. Proposed Cost of Project: An itemized budget showing the proposed cost for the project (itemized construction estimates and/or bid documents).

Staff will review the RIZ application and all supporting documentation. Once eligibility is determined, a letter of receipt will be mailed to you. If your receipt letter requests an additional office consultation, please call to schedule the meeting. You will need to bring any of the above items that were not attached to your application as well as other documents concerning your project, ownership and/or cost.

After applying for the RIZ:

1. If found eligible, you will be notified and a certification will be submitted on your behalf, by the Community Development Division, to the Permit Counter. The certification will provide proof that your project is eligible for permit fee and impact fee waivers. If applying for Program 2, you will be required to sign a Tax Refund Agreement with the City of Baytown (prior to the certification being submitted to the Permit Counter on your behalf).
2. In order to receive your permits, the Chief Building Official and/or Planning Department may require additional information regarding your project.
3. The Permit Counter will notify you when your permits are ready to be picked up.

After Project Completion (in order to receive the Program 2 incentives):

1. Schedule an office consultation with the Community Development Division.
2. Provide a Certificate of Completion for the project for which the Program 2 incentives are sought.
3. Pay the property ad valorem taxes prior to the delinquency date on an annual basis.
4. Submit proof of payment and a request for a refund in the subsequent tax year to the Community Development Division.
5. A refund check will be mailed to the property owner.
6. Late refund requests will not be considered.