



Application for Single-Family Residential Rehabilitation Incentive

A person seeking a City of Carrollton Single-Family Rehabilitation Incentive for the rehabilitation of eligible single-family residential property must complete this application, furnish attachments as required therein and presents the completed application to the Environmental Services Department, City of Carrollton, 1945 E. Jackson Road, Carrollton, Texas 75006.

Property Address: _____

Property Owner Name(s): _____

Property Owner Street Address: _____

Property Owner City, State, Zip Code: _____

Property Owner Telephone: _____

Property Owner Email Address: _____

ALL APPLICATIONS MUST BE APPROVED BY THE RE-DEVELOPMENT COMMITTEE BEFORE ANY WORK STARTS. A PROJECT AGREEMENT MUST BE SIGNED BY THE CITY BEFORE WORK STARTS.

Please Attach:

- 1) A project timeline including the date by which construction will be completed;
- 2) Two estimates detailing the rehabilitation costs for each project type;
- 3) A copy of the owner's driver license;

Eligibility: A homeowner may be eligible for assistance under this program if they meet all of the following criteria:

- The home is single-family detached or attached dwelling within the City of Carrollton;
- The home is located within a Neighborhood Empowerment Zone;
- The applicant owns the home;
- All payments for City-provided utilities and all property taxes are current for the property;
- The applicant completes an application and follows the application process;
- **An incentive agreement was approved by City of Carrollton staff or Carrollton Re-Development Committee prior to the start of any renovation work;**
- The applicant has not previously completed an incentive agreement in the last calendar year. Multiple project elements may be included in one single incentive agreement;
- The property is not under enforcement action of the Property Standards Board;

Participation in the program is subject to the following criteria:

- City staff must complete an onsite review of the project;
- Rehabilitation of the house must be completed within twelve (12) months of the date of Re-Development Committee approval of the incentive agreement;
- Projects that require a permit must be pulled and approved by Building Inspections before the incentive is processed;
- Incentives are limited to exterior improvements, as follows:

Site Elements (minimum \$1,000 of private investment)

- Landscaping additions or improvements, including the addition or replacement of trees and other vegetation in areas visible from the public street (tree trimming is not eligible);
- Lead walk or driveway renovation or repair;

Building Elements (minimum of \$4,000 of private investment)

- Façade improvements on the house elevation facing the street upon which the house is addressed. Façade improvements on additional sides of the house may be eligible provided the house elevation facing the street is being rehabilitated;
- Repair, replacement, or repainting of the siding, eaves, or trim;
 - Any replacement of wood must be a type of cement board or better;
- Window and door replacements that result in improved energy efficiency
- Replacement or additions to front porches or patios (installation of a new porch or patio is excluded);
- Roof repair or replacement;
 - Roof replacement materials must be an equivalent to the current roofing material to be eligible for the full incentive;
 - Non-standard roof replacement material may not be eligible for the full

incentive but may be eligible for a baseline replacement equivalent cost (asphalt shingles);

- Improvements must result in a unified appearance and architectural conformity consistent with the characteristics of the neighborhood;

Screening Elements (minimum \$1,000 of private investment)

- Repair or replacement of fences;
 - Wood fences must be stained;
 - Electric gates are not eligible;
 - Chain-link fences are not eligible;
- Repair or replacement of retaining walls located upon a public street frontage;

Single-Family Attached Home Guidelines

- Improvements must result in a unified appearance among attached dwelling units such as paint color, roof color, texture, etc.;
- Improvements must result in architectural conformity consistent with the characteristics of the HOA or neighborhood;
- Improvements cannot be a project that is the responsibility of the HOA management or management company of the neighborhood;
- Open spaces, common areas or structures, or similar amenities within the neighborhood are not eligible;

Cumulative Project Investment is allowed to meet Required Minimum Investment

Alternatives to Required Minimum Investment: if the value of an applicant's proposed project is lower than the minimum investment levels above, the value of the following repairs may be used to meet the required investment:

- Foundation Repair – up to ten percent (10%) of the expenditures for foundation repair may be applied to the required minimum investment;
- Qualifying Interior Repairs – for interior repairs necessary to bring the house into compliance with the Carrollton Housing Code (Title IX, Chapter 96 of the Carrollton Code of Ordinances), up to ten percent (10%) of the expenditures for interior repairs may be applied to the required minimum investment.

**Any additions to a property not identified above will require further review by the Re-Development Committee*

**Applications regarding driveways associated with the NOTICE program and replacement of fences are not required to be reviewed by the Re-Development Committee. Projects must still be reviewed and approved by city staff prior to work starting.*

Certification: "I hereby certify that all information provided in this application is, to the best of my knowledge and belief, true, accurate and complete. I further certify that eligibility criteria are fully met for the property described in this application."

Signature of Owner/Agent Attesting to Certification: _____

Printed Name: _____ Date: _____

Acknowledgement:

State of Texas,

County of _____

Sworn to and subscribed before me, by the said _____, this _____ day of _____, 20_____, to certify which, witness my hand and seal of office.

(Personalized Seal)

Notary Public's Signature

Please note these procedures:

- Project review of each application is required by city staff including appropriate comments and recommendations for changes prior to submission to the City Council Re-Development Committee.
- All applications will be reviewed by City of Carrollton staff or Carrollton Re-Development Committee. Any modifications to the application will be made prior to forwarding the application to the full City Council with a recommendation for approval or denial.
- If a permit is required for the project, it must be submitted, approved, and completed by the City of Carrollton's Building Inspections Department.
- The grant incentive will consist of cash payment payable upon successful completion of the project as outlined in an incentive agreement to be entered into between the City and the owner of the property.

**Applications are determined on a case-by-case approach. Expectations to this policy may be approved by the Re-Development Committee.*