

CITY OF CLEBURNE
“INFILL LOT IMPACT FEE REBATE INCENTIVE PROGRAM”
GUIDELINES AND CRITERIA

GENERAL PUPOSE AND OBJECTIVES

The City of Cleburne is committed to an expansion of its tax base, an increase to its population, the promotion of development in the City, and to an ongoing improvement in the quality of life for its citizens. As these objectives are generally served by the enhancement and expansion of the local economy, the City of Cleburne will offer to rebate assessed and collected impact fees pursuant to new residential construction on certain “infill lots” through the “Infill Lot Impact Fee Rebate Incentive Program” (the “Program”) as a stimulus for economic development in Cleburne. The program’s main purpose is to encourage further development of these “infill lots” within the community, which in turn will aid in the validation and development of the residential housing market, increase the attractiveness of Cleburne to other commercial and retail businesses, and expand the local economy.

The Program is aimed at providing incentives to assist builders/developers with managing their costs related to the construction of new homes in what may typically be considered older or economically-distressed neighborhoods within the City limits, and as a tool for encouraging further residential development in these areas.

It is the policy of the City of Cleburne that such incentives will be provided in accordance with the procedures and criteria outlined in this document and permitted by State law.

ELIGIBILITY

1. Lots or parcels shall be existing single-family substandard parcels or tracts, and/or lots of record being less than 7,000 square feet in size.
2. Homes must be 1,200 square feet or greater.
3. Construction must commence within one hundred eighty (180) calendar days of execution of an agreement.
4. Construction must be completed within twelve (12) months of commencement.
5. The Program is only available for single-family residential development; no duplexes or other multi-family development is eligible.
6. Impact fee rebate is contingent upon issuance of completion letter by Building Inspector.
7. Maximum rebate of assessed impact fee amount not to exceed four thousand dollars (\$4,000).
8. Home construction must comply with all City codes and ordinances in addition

- to design and development standards as shown in "Exhibit A".
9. Only one application may be submitted per lot.
 10. Construction of the residence may not be more than fifty percent (50%) complete at the time of application as determined at the sole discretion of the Building Official or their designee.
 11. Builder/developer must certify that they do not and will not knowingly employ an undocumented worker in accordance with Chapter 2264 of the Texas Local Government Code in carrying out its obligations under the agreement.
 12. Builder/developer will make an effort to utilize local area contractors.

GRANT INCENTIVES

Subject to the builder/developer's full compliance with the 380 Agreement and performance of its obligations and covenants, the City will provide the developer with the following incentives:

1. The City shall reimburse the builder/developer an amount equal to impact fees assessed and collected by the City, not to exceed four thousand dollars (\$4,000).
2. Reimbursement shall occur within thirty (30) days of issuance of Letter of Completion by Building Official or their designee.

APPLICATION STEPS

1. Applicant shall review all guidelines and criteria of the Program as part of the application process.
2. Upon review of Program guidelines and criteria, applicant will complete the Impact Fee Rebate Incentive Program Application.
3. The City may request applicant to provide other information as may be deemed appropriate for evaluating the application.
4. Applicant shall address all criteria questions outlined in detail.
5. In order to be considered for these incentives, applicant must acknowledge on the application that the guidelines and criteria contained in the Program have been read and understood.

SUNSET PROVISION

The Program shall take effect immediately upon adoption by the City Council, and shall automatically terminate after three (3) years from the date it is passed and approved by the City Council unless City Council takes formal action to extend the Program.

EXHIBIT A

DESIGN AND DEVELOPMENT STANDARDS

Applicant must comply with the following Design and Development Standards listed below in order to be considered for incentives:

1. Façade Elements: The residential structure must incorporate at least **two** of the following façade design elements:
 - i. Bay or box windows
 - ii. Covered porches, stoops, or entries
 - iii. Dormers
 - iv. Structural offsets a minimum of four feet from the principal plane of the front façade
 - v. Accent materials such as brick, stone, or stucco with banding highlights
 - vi. Ornamental or decorative window grills and shutters

2. Landscape Standards:
 - i. Canopy trees shall be required at a rate of one (1) per dwelling unit and must be located within the front yard (preservation of existing trees is encouraged.)
 - ii. Vegetative ground cover (i.e. sod or seeded grass) is required within the front and side yards and must be established at time of final inspection



IMPACT FEE REBATE INCENTIVE PROGRAM APPLICATION

1. NAME: _____ DATE: _____
2. TITLE: _____
3. COMPANY: _____
4. PHONE NUMBER: _____ EMAIL: _____
5. MAILING ADDRESS: _____
6. PROPERTY ADDRESS AND LEGAL DISCRIPTION (Please attach proximity map): _____

7. INVESTMENT: (in addition to construction costs, please include square footage of home to be constructed, building floor plans and elevations if available)
8. Value \$ _____ Square Footage _____
9. DO YOU CURRENTLY OWN THIS PROPERTY? (Please circle one.) YES OR NO
 - a. If Yes, please attach proof of ownership
10. WHEN DO YOU ANTICIPATE BEGINNING CONSTRUCTION? _____
11. WHEN DO YOU ANTICIPATE COMPLETING CONSTRUCTION? _____
12. WILL THIS PROPERTY REQUIRE ANY ZONING CHANGES? _____

I hereby acknowledge that, in order meet eligibility requirements for incentives under this program, I have read, understand and agree to meet all guidelines, criteria and requirements as set forth in Resolution No. RS01-2020-13 as adopted by the City of Cleburne, Texas.

For Additional Information, Contact:

Grady Easdon, Economic Development Manager
817.645.0927

Application Submission:

Completed applications can be:

- emailed to grady.easdon@cleburne.net
- mailed to P.O. Box 677, Cleburne, TX 76033-0677
- dropped off at the front desk of Cleburne City Hall (C/O Grady Easdon), 10 N. Robinson Street, Cleburne.