



City of Texarkana, Texas
**Downtown Historic
Building Grants**

220 Texas Blvd
Texarkana, Texas 75504
Tele: (903) 798-3900 Fax: (903) 798-3913

FOR OFFICE USE ONLY	
File # _____	
Assessment Role Number _____	Assessed Property Value _____
Property Address _____	

Date Application Received _____	Date Application Completed _____

Application

The information requested below will be used to process your application under the terms and conditions of the City of Texarkana, Texas's Historic Building Restoration and Improvement Grant Program.

I. Applicant Information

- Applicant(s) name: _____
Mailing address: _____
City: _____ State: _____ Zip: _____
Federal Tax ID or Social Security Number: _____
- Applicant's daytime telephone number: _____
Cell # (_____) _____ Fax# (_____) _____
E-mail address: _____
- Status of applicant (please check one)
 Property owner with vacant facility
 Property owner with tenant business
 Property owner/operator of existing business on property
- Owner of property is a/an (please check one)
 Individual
 Partnership (attach copy of Partnership Agreement)
 Corporation/profit (attach copy of Articles of Incorporation)
 Corporation/nonprofit (attach list of officers and directors)
 Trust (attach copy of Trust Agreement)
 Other
- Length of ownership: _____
Date purchased: _____

II. Property Information

- Address of property to be improved:



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2. Legal description of subject property:

 3. Tax Assessor Parcel Number(s):

 4. Year built: _____ Square footage: _____
 5. Is this a National Register building? Yes ___ No ___ (check one)
Is this a building of known historical significance? Yes ___ No ___ (check one)
 6. What are the current types of businesses occupying the building?

 7. Name and phone number of tenant(s), if applicable: _____

(Attach additional names/numbers, if needed)
 8. Use of building after construction: _____

 9. Is a zoning amendment required? Yes ___ No ___ (check one)

III. Project Description

1. Description of Proposed Improvements. Please provide a detailed description of your proposed improvements. Attach a copy of your design plans, pictures, or renderings. Identify the materials to be used, such as the type of paint or stain (i.e., exterior latex, color, etc.). Include details of new signs or awnings, etc. Provide color photos of the subject property and those adjacent prior to and after the improvements are made.

Please note: Applicants should carefully review the “City of Texarkana, Texas Downtown Historic Building Restoration and Improvement Grant Program Guidelines and Policies. It is encouraged that the applicant contacts Main Street Texarkana (903) 774-2120 for information on available resources for design consultations and project renderings if needed. All improvements are encouraged to follow the Secretary of the Interior’s Standards for Historic Rehabilitation.

Description: _____



<input type="checkbox"/> Designs Attached	<input type="checkbox"/> Before Picture(s) Attached
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IV. Work Estimates

Please attach two (2) independent contractor estimates for each component of the proposed improvement. Please note that grant/forgivable loan funding shall be based on the lowest bid. Eligible costs shall be the cost of materials, equipment, and contracted labor to complete eligible improvements. Professional fees such as architects, engineers, and solicitors are not eligible costs.

1. Name/Company and Phone Number of Preferred Contractor:

Amount:_____
2. Name/Company and Phone Number of Second Contractor:

Amount:_____
3. Additional Estimates/Comments: (Please attach additional quotes, as required)

4. Total estimated costs of your improvements:_____
5. Estimated completion date for your improvements?_____

V. Historic Significance

The City's Program for improving the historic buildings of downtown Texarkana is being funded through the City's Hotel/Motel Tax revenues, which require that this money may be spent only on historic buildings that would tend to attract tourists. Many factors may indicate a building's historic significance such as age, architectural design, building use, events or significant people. Some of this may be proved through deeds, pictures, books, newspaper articles and the like. Attach to this application all matters that would prove your claim that this is a historic building.

VI. Signature of Owner/Authorized Agent – Affidavit or Sworn Declaration



I/We, _____, of the City of Texarkana, County of Bowie, State of Texas, make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true.

I/We hereby authorize inspections of my/our property to be improved.

I/We acknowledge that any work carried out prior to written confirmation of grant approval may not be eligible.

I/We acknowledge receiving, understanding, and accepting the terms and conditions of the City of Texarkana, Texas Downtown Historic Building Restoration and Improvement Grant Program.

Sworn to (or declared before me), _____, a Notary Public in and for the State of Texas, on this the _____ day of _____, 20____.

Applicant

Co-Applicant

Notary Public, State of Texas
My Commission Expires: _____

VII. Consent of the Owner to the Use and Disclosure of Personal Information

I/We, _____, am the owner of the land that is the subject of this Application and, for the purposes of the Freedom of Information and Protection of Privacy Act, I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the _____ for the purposes of processing this application.

Date

Signature of Owner(s)

VIII. Authorization for Agent *(complete only if Applicant is not the registered Owner)*

I/We, _____, the owner of the subject property, hereby authorize _____ (Agent) to act on my behalf with respect to the application.

Date

Signature of Owner(s)

Note: Information provided in this application will become part of a public record.



FOR OFFICE USE (SHADED SECTION ONLY)

	Staff Initials	Comments
Ownership Confirmed	_____	_____
Property Taxes Paid in Full	_____	_____
Work Order Search (Building)	_____	_____
Fire Code Conformity	_____	_____
Master Plan Conformity	_____	_____
Zoning Conformity	_____	_____
Building Regulations Conformity	_____	_____
Copy of Deed Attached	_____	_____
Copy of Mortgage Attached	_____	_____
Proof of Historical Significance	_____	_____
	_____	_____
	_____	_____

**CITY OF TEXARKANA, TEXAS
DOWNTOWN HISTORIC BUILDING RESTORATION AND IMPROVEMENT
GRANT PROGRAM**

Rebate Claim Form

Program Participant(s): _____

Project Address: _____

Exterior Improvements:

Type:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Sub-Total	\$ _____

Total Rebate Amount (per Program Guidelines): \$ _____

I/We hereby make a formal claim for reimbursement of the above-indicated expenses incurred in improving the interior and exterior of the subject property under the City of Texarkana, Texas Downtown Historic Building Restoration and Improvement Grant Program. I/We certify that the expenses incurred are as listed and have attached invoices marked "paid" and copies of cancelled checks in support of the claim.

Applicant

Date: _____

Applicant





Submission Requirements

It is strongly recommended that all Applicants carefully review the “City of Texarkana, Texas Downtown Historic Building Restoration and Improvement Grant Program Guidelines and Policies” prior to completing an application.

It is also recommended that Applicants discuss their proposed improvements and any questions regarding the submission requirements with the Community Redevelopment and Grants Department and the City Manager’s Office prior to completing the application form.

Please ensure that the following items have been included in your submission. Failure to provide the necessary documentation will delay the processing of your application.

Application Checklist:

- Copy of deed included(if applicable)
- Description of proposed improvements – designs/drawings attached
- Pictures attached
- Estimate of costs/quotes or other details
- Signature of owner/authorized agent
- Application complete
- Are improvements in compliance with the City of Texarkana, Texas Master Plan, Zoning Ordinance, Building Regulations, and other applicable laws?
- All material, pictures, drawings, newspaper articles, original deeds, etc. that will help identify the building as a historically significant structure through architectural design, building use or events that have taken place in or around it.

