

**CITY OF HOUSTON**  
**Application for Historic Site Tax Relief**  
**Significant Historic Structures**

To be considered for a tax exemption under Section 44-5 and as amended under Section 44-29 of the Code of Ordinances, the property owner or designated agent must complete this form in full and sign before a notary public.

**IDENTIFICATION OF PROPERTY OWNER**

OWNER'S NAME: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

\_\_\_\_\_

APPLICANT'S NAME (If other than owner): \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

\_\_\_\_\_

NAME OF GRANTEE IN DEED: \_\_\_\_\_

(Please attach a copy of deed)

**IDENTIFICATION OF PROPERTY**

TAX ACCOUNT NUMBER (S): \_\_\_\_\_

\_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

LOCATION/ADDRESS: \_\_\_\_\_

\_\_\_\_\_

BUILDING DESCRIPTION: (Number of floors; square footage; type of construction; age): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HISTORICAL DESIGNATION:**

Check all appropriate items regarding the property:

- Designated as a Protected Landmark by Houston City Council under Section 33-225 of the Code of Ordinances and meets other requirements of Section 44-29 as verified by Planning Staff \_\_\_\_\_
- Planning Staff has verified other compliance as follows:  
\_\_\_\_\_
- 75 % of the members of HAHC have approved tax relief at a regularly scheduled meeting.

**PROVISIONS FOR REVOCATION OF EXEMPTION:**

Any of the following shall constitute grounds for revocation of the tax relief:

---

- a. Any city taxes assessed on the subject property are delinquent;
- b. The owner or, in the case of multiple owners, any of the multiple owners is delinquent on city taxes on any other property;
- c. The significant historic structure has deteriorated, has been relocated, demolished or destroyed, or;
- d. The site no longer meets the requirements of Section 44-29 (a) of this ordinance; then the changed condition shall constitute grounds for revocation of the exemption;
- e. and furthermore, under Section 33-250 (a) the Planning Official shall not issue a 90-day waiver certificate for any protected landmark

**REVOCATION OF AN EXEMPTION WILL SUBJECT THE PROPERTY TO A RECAPTURE OF TAXES AND SUBJECT TO PENALTIES AND INTEREST CALCULATED UNDER PERTINENT PROVISIONS OF THE TEXAS TAX CODE. THE ADDITIONAL TAX SHALL BE EQUAL TO THE AMOUNT OF THE TAX PAYABLE FOR THE PRECEDING 15 YEARS HAD THE PROPERTY NOT BEEN GRANTED TAX RELIEF.**

**IMPORTANT NOTE:** Section 11.43 of the State of Texas Tax Code requires the property owner to file an application for a historic tax site exemption with the Harris County Appraisal District ANNUALLY. Failure to file before May 1<sup>st</sup> of each year will result in denial of the exemption for that year.

**BEFORE ME, THE UNDERSIGNED AUTHORITY, on this day personally appeared the affiant whose name is shown below, who, being by me first duly sworn did on his or her oath depose and say all of the facts set out in this affidavit are the truth pertaining to this property.**

\_\_\_\_\_  
Signature of Applicant

SWORN TO AND SUBSCRIBED BEFORE ME, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public