

Date: \_\_\_\_\_

Dear \_\_\_\_\_

(Name of City Council Representative for the district) and/or (name of Neighborhood Association or Community Based Organization registered with the City in the NEZ that the project is located):

My name is \_\_\_\_\_, and I am prepared to apply for a building permit to

\_\_\_\_\_  
(Describe project and the purpose of the project. Please list if project is Rehab or New Construction)

The address for the project will be located at \_\_\_\_\_  
and it will be occupied by \_\_\_\_\_ Owner or Renter \_\_\_\_\_  
(Please circle one)

This project is located in the \_\_\_\_\_ Neighborhood Empowerment Zone,  
and is eligible for NEZ incentives. **I have enclosed a copy of the plans and budget.**

NEZ regulations require that I meet with the neighborhood associations, community organizations, and the City Council Representative identified for that area to discuss my project and get letters of support and/or acknowledgement. These letters must be submitted to the City's NEZ Program staff in the Planning and Development Department.

To prevent further delay with the start of this project, I would appreciate your signatures below where indicated, if you do not wish to meet and discuss my project with me, and I will submit this document to reflect that you have been informed of this project. Or, you may send your response via email to NEZ Program staff at [Devnezprogram@fortworthgov.org](mailto:Devnezprogram@fortworthgov.org).

Please contact me at phone number (\_\_\_\_) \_\_\_\_\_ or by email at \_\_\_\_\_ if you should have any questions. Thank you for your cooperation in this matter.

Sincerely,

\_\_\_\_\_  
(Owner/Developer name)

Enclosures

**Acknowledged / Approved by:**

\_\_\_\_\_  
**Neighborhood Advisory Council or  
Community Based Organization  
Representative**

\_\_\_\_\_  
**City Council Representative**  
\_\_\_\_\_  
**Council District**