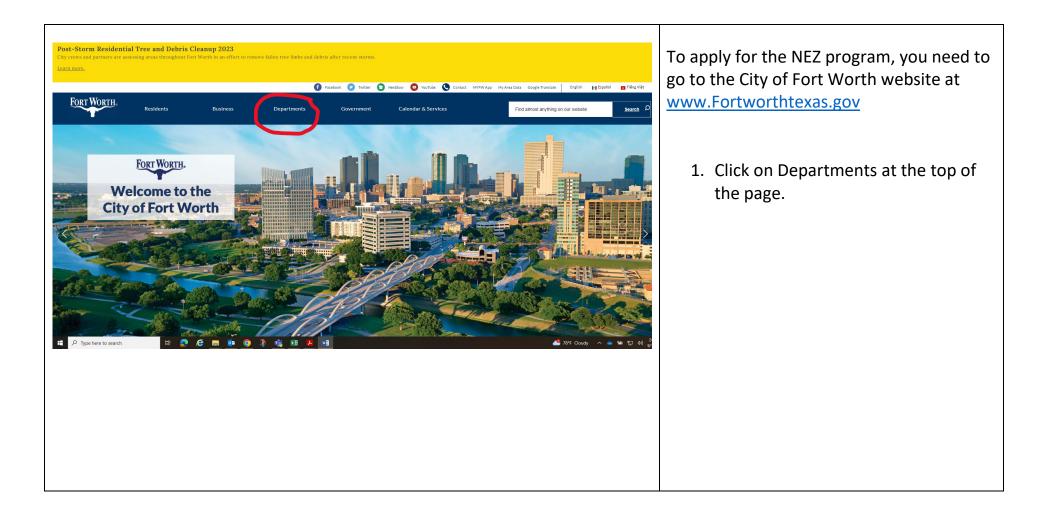
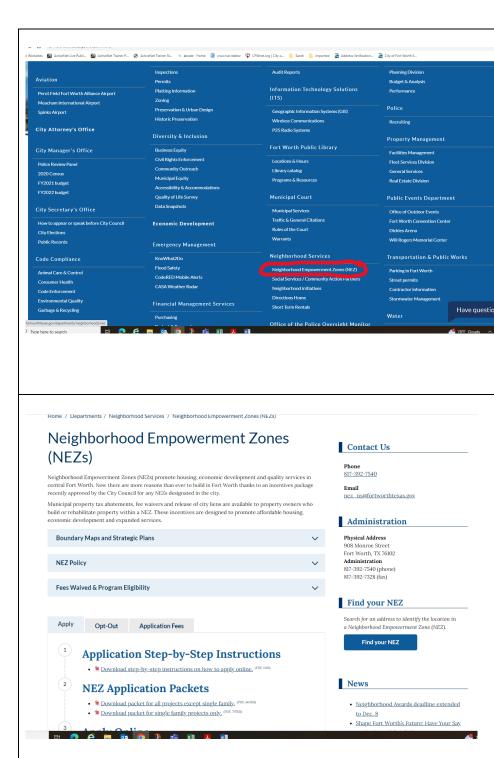
HOW TO APPLY FOR NEZ ONLINE

This is a step by step guide on how to apply for the NEZ program online. You will need to have your NEZ application completed and all documents ready to upload.

Reminder Please be advised if the project address is zoned as a designated historical property (HC) or is located in the Near Southside, Camp Bowie or Stockyards Urban Design District, approval of your project is required prior to NEZ application submittal. <u>An approved Certificate of Appropriateness and supporting documentation for</u> the project must be attached to the NEZ application.

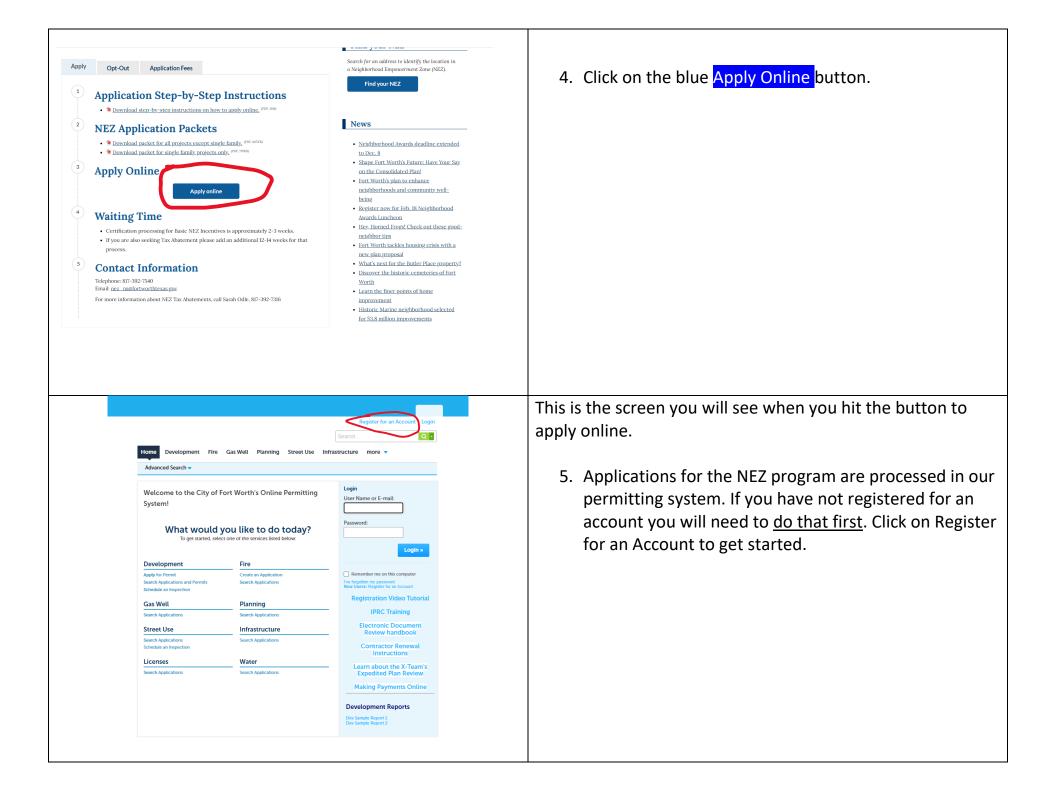
If you have any questions please contact our office at 817-392-7540.

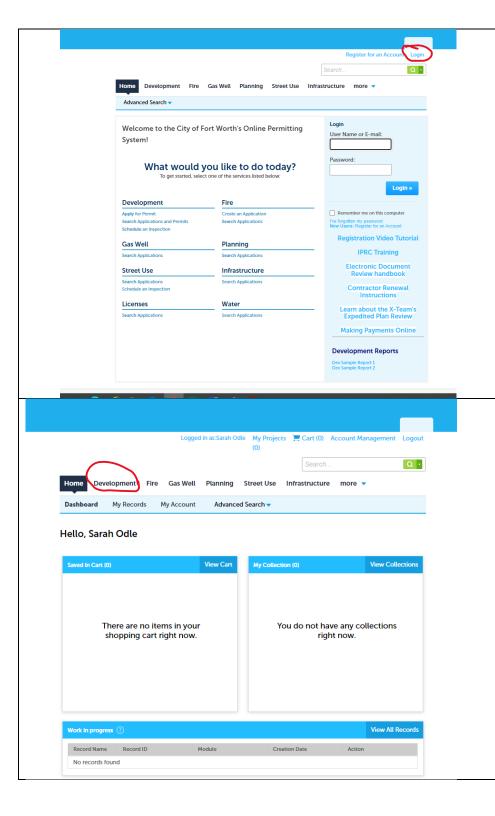




2. Choose Neighborhood Empowerment Zone (NEZ) under the Neighborhood Services Department tab

3. This is the NEZ page. Scroll down a little bit and you will see everything you need to apply.

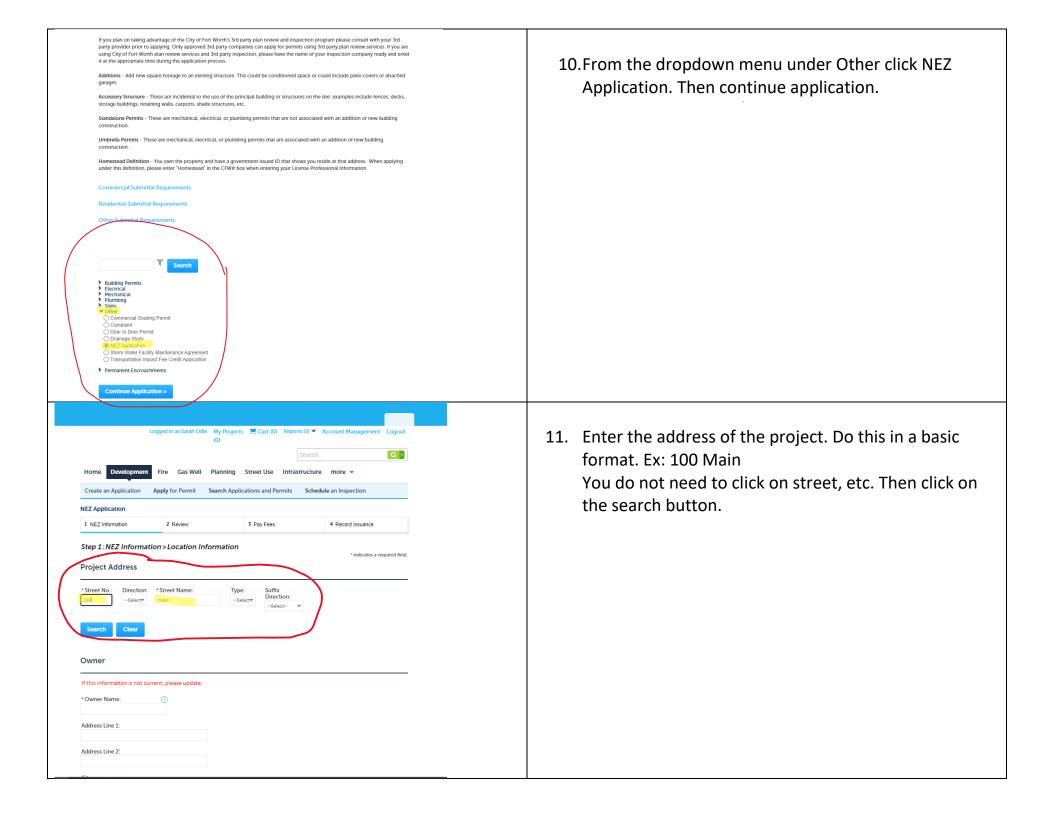




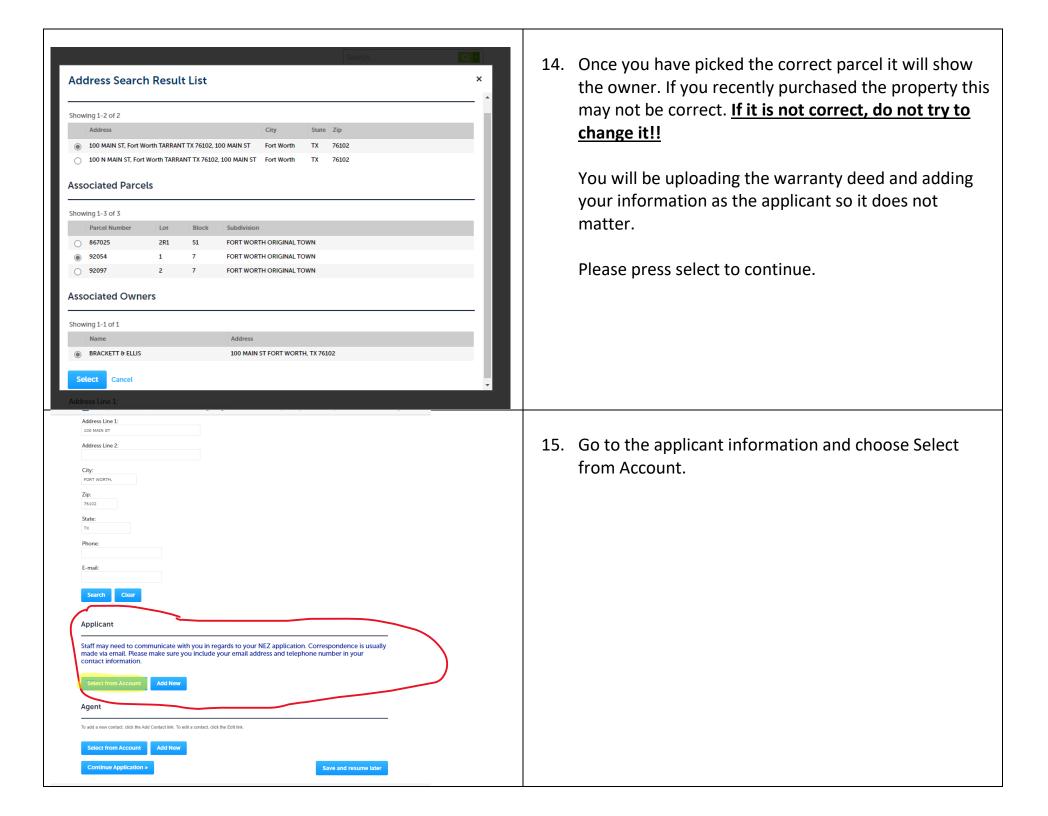
6. Now that you have registered, login to start your NEZ application.

7. After you login, you will see this screen. To start your NEZ application, click on the Development tab.

Logged in as:Sarah Odle My Projects 📜 Cart (0) Reports (3) 💌 Account Management Logout	
	8. Click on Apply for Permit. Accept terms and continue.
Search Q •	o. Click of Apply for Permit. Accept terms and continue.
Home Development Fire Gas Well Planning Street Use Infrastructure more 💌	
Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection	
Records -Select-	
Showing 0-0 of 0 Action Date Permit Number Status Record Type Project Name Address No records found.	
Search for Records Enter Information below to search for records. • Site Address • Contractor License Information • Parcel Number • Record Information • Contact Information Select the search type from the drop-down list.	
General Search	
Search my records only	
Permit Number: Permit Type: Select Select Street No.: Direction: Breet - To Select Project Name: Select	
Search Q P	
Home Development Fire Gas Well Planning Street Use Infrastructure more -	9. In the box select "Other"
Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection	St. In the box select other
Select a Record Type	
Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.	
If you plan on taking advantage of the City of Fort Worth's 3rd party plan review and inspection program please consult with your 3rd party provider prior to applying. Only approved 3rd party companies can apply for permits using 3rd party plan review services. If you are using City of Fort Worth plan review services and 3rd party inspection, please have the name of your inspection company ready and enter it at the appropriate time during the application process.	
Additions - Add new square footage to an existing structure. This could be conditioned space or could include patio covers or attached garages.	
Accessory Structure - These are incidental to the use of the principal building or structures on the site; examples include fences, decks, storage buildings, retaining walls, carports, shade structures, etc.	
Standalone Permits - These are mechanical, electrical, or plumbing permits that are not associated with an addition or new building construction.	
Umbrelia Permits - These are mechanical, electrical, or plumbing permits that are associated with an addition of new building construction.	
Homestead Definition - You own the property and have a government issued ID that shows you reside at that address. When applying under this definition, please enter "Homestead" in the CFW# box when entering your License Professional Information.	
Commercial Submittal Requirements	
Residential Submittal Requirements	
Other Submittal Requirements	
Image: Search Image: Building Permits Image: Building Permits Image: Building Permits Image: Building Permits Image: State St	



Address Search Result List Addresses Showing 1-2 of 2 Address 0 100 MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST 100 N MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST Select Cancel	12. This box will pop up. Click in the correct address and press select.
Address Search Result List × Addresses Showing 1-2 of 2	 Pick the associated parcel. This information will be on your warranty deed. You may also go to TAD to get this information as well as the property TAD account number.
Address City State Zip 100 MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST 100 N MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST Fort Worth TX 76102 Associated Parcels Instrument of the state of	Just put the basic street address in and the account will pull up.
Showing 1-3 of 3	
Parcel Number Lot Block Subdivision	
867025 2R1 51 FORT WORTH ORIGINAL TOWN	
92054 1 7 FORT WORTH ORIGINAL TOWN	
92097 2 7 FORT WORTH ORIGINAL TOWN Select cancel * Owner Name: ()	

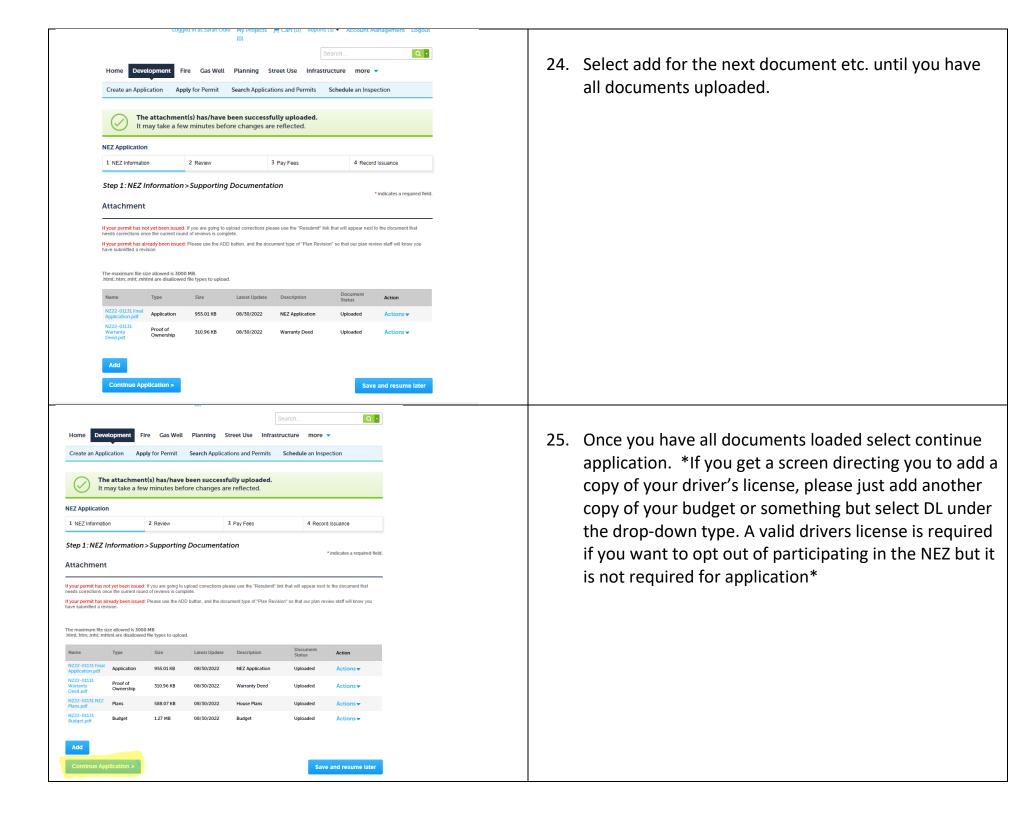


u) Search	
Applicant, Site Contact, and Plans Exam Contact - Select from Account Select a contact to attach to this application. If the contact has multiple addresses, you can select which to use in the next step. Please select the appropriate contact and verify their contact information.	 You will pick your account here. Click on your name and press continue.
Showing 1-2 of 2	
Category Type Name	
Associated Applicant Sarah Odle Contact Applicant Sarah Odle	
Associated Owner BRACKETT & ELLIS	
Address Line 2:	
1 NEZ Information 2. Review 3 Pay Fees 4 Record Issuance Step 1: NEZ Information > Application Specific Info *indicates a required field. Opt-Out *indicates a required field.	17. Now you are ready to start filling in the information
OPT-OUT Type of the owners and the sequence of the owners drivers locate and complete the NEZ OpIOut form. You will be required a driver block of the owners drivers locates the complete and signed form and a copy of the owners drivers locates. A copy of the Registered Warranty Deed is only required if the owners are listed in TAD Tarrant Appraisal District is different from the current owner of the property. Opt-Out: ① ① Yes ⑧ No	for your application! You are applying for NEZ incentives so choose <u>No for Opt-Out</u>
ROJECT INFORMATION wwr. Image: Code: Y5104 Idition: * Project Type: Single Family emodel:	Continue to choose the correct information for your project. You will also add the TAD Account Number here.
AD INFORMATION ADDITIONATION Transf Approximation AD Account Second Seco	When you complete this information press continue application.
PPROVAL AND COMPLIANCE pply for a release of () Yes () No fly liens?:	
AX ABATEMENT Ul ar partial exemption from City Taxes only on the project improvements. Would you like to popt for a Tax unicipal Property Batement?: Continue Application > Save and resume later	

Image: Contract of Cont	 Now it is time to upload the documents listed on your NEZ Application Submittal Checklist. Select the Add button to upload your first document.
NEZ Application 1 NEZ Information 2 Review 3 Pay Fees 4 Record Issuance Step 1: NEZ Information > Supporting Documentation	
* indicates a required field. Attachment Your permit has not yet been issued: If you are going to upload corrections please use the "Resubmit" link that will appear next to the document that needs corrections once the current/ cound of reviews is complete. If your permit has already been issued: Please use the ADD button, and the document type of "Plan Revision" so that our plan review staff will know you	
have submitted a revision. The maximum file size allowed is 3000 M8. JitmL/thm, mht, mhtml are disallowed file types to upload. Name Type Size Latest Update Description Document Status Action No records found.	
Add Continue Application > Save and resume later	
Pro Dri Pla The maximum file size allowed is 3000 MB. .html:.html:.mhtml are disallowed file types to upload. App	19. Select Add and upload your Application with the NEZ Submittal Checklist.
ret be the c Continue Add Remove All Cancel I to the view st dlowed is according. I to upload. I to upload. I to upload.	

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Continue Add Remove All Cancel It Continue Vi Continue Vi e disallowed file types to upload.	
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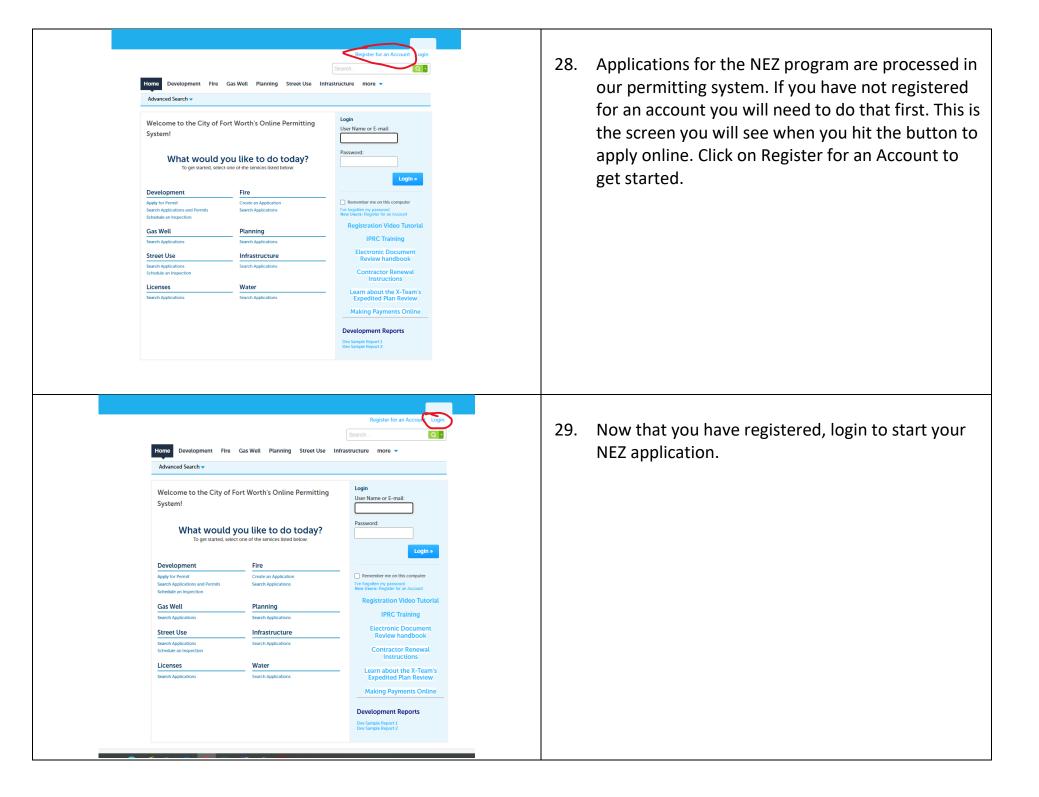
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If your permit has not yet been issued: If you are going to upload corrections please use the "Resubmit" link that will appear next to the document that needs corrections once the current round of reviews is complete. If your permit has already been issued: Please use the ADD button, and the document type of "Plan Revision" so that our plan review staff will know you have submitted a revision. The maximum file size allowed is 3000 MB. .html.html;.mhtml are disallowed file types to upload.	
Name Type Size Latest Update Description Document Status Action NZ22-01131 Final Application pdf Application 955.01 KB 08/30/2022 NEZ Application Uploaded Actions w Add Add Continue Application > Save and resume later	
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needs corrections once the current round of reviews is complete. If your permit has already been issued: Please use the ADD button, and the document type of "Plan Revision" so that our plan review staff will know you have submitted a revision: The maximum file size allowed is 3000 M8. Antric.htmr.mhr.mhtml are disallowed file types to upload. Name Type Size Latest Update Description Document Status Action	
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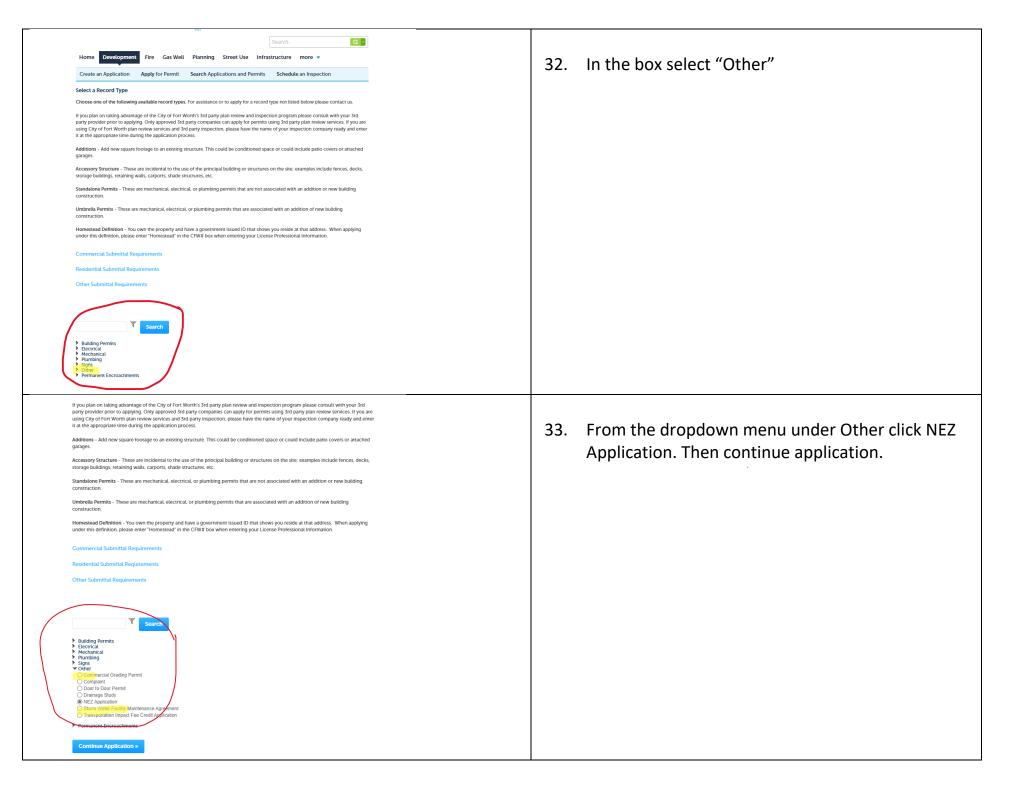
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Fort Worth, TX, 76102			Mobile Ph E-mai	on	2								
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26. Time to review your information and continue.

27. Congratulations!! You now have a NEZ number and can print a copy for your records. The application fee is not paid at this time. Our office will inform you to make payment after we conduct an initial review of your application.



Logged in as:Sarah Odle My Projects Cart (0) Account Management Logout (0) Search Development Fire Gas Well Planning Street Use Infrastructure more T Dashboard My Records My Account Advanced Search T Hello, Sarah Odle	30. After you login, you will see this screen. To start your NEZ application, click on the Development tab.
Saved in Cart (0) View Cart My Collection (0) View Collections	
Work in progress O View All Records Record Name Record ID Module Creation Date Action No records found	
Logged in as:Sarah Odle My Projects Cart (0) Reports (3) Account Management Logget Search Search Image: Create an Application Apply for Permit Search Applications and Permits Schedule an Inspection	31. Click on Apply for Permit. Accept terms and continue.
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Search my records only Search My records Permit Number: Permit Type: Search All Records Street No.: Direction: Free Street Name: Project Name:	



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Address Search Result List × Addresses Showing 1-2 of 2 Address City State 0 100 MAIN ST, Fort Worth TARRANT TX 76102, 100 MAIN ST Fort Worth TX 76102 Select Cancel	35. This box will pop up. Click in the correct address and press select.

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36. Pick the associated parcel. This information will be on your warranty deed. You may also go to TAD to get this information as well as the property TAD account number.

Just put the basic street address in and the account will pull up.

https://www.tad.org/property-search/

37. Once you have picked the correct parcel it will show the owner. If you recently purchased the property this may not be correct. If it is not correct, do not try to change it!!

You will be uploading the warranty deed and adding your information as the applicant so it does not matter.

Please press select to continue.

<form></form>	38. Go to the applicant information and choose Select from Account.
<page-header><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></page-header>	39. You will pick your account here. Click on your name and press continue.

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41. Now it is time to upload the documents listed on your NEZ Application Submittal Checklist. Select the Add button to upload your first document.

42. Select Add and upload your Application with the NEZ Submittal Checklist.

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47. Select add for the next document etc. until you have all documents uploaded.

48. Once you have all documents loaded select continue application. *If you get a screen directing you to add a copy of your driver's license, please just add another copy of your budget or something but select DL under the drop-down type. A valid drivers license is required if you want to opt out of participating in the NEZ but it is not required for application*

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