



City of Corsicana **Infill Housing Program** **Application**

This program receives most properties through the Navarro County tax foreclosure process, under the Texas Property Tax Code Section 34.051. Most of these properties are made available for purchase, often at a substantially reduced price, to qualified individuals (including: developers, builders, non-profits and governmental entities) interested in building residential housing.

An applicant will be disqualified from purchasing a property if he has been a prior owner of the property within twelve (12) months preceding the date of this application. An applicant will also be disqualified if he has a history of ownership of tax delinquent properties. The City will not sell land to investors intending to hold the land for resale without improving the property.

TYPES OF PROPERTIES AVAILABLE

Vacant Lots - Many properties offered for sale by this program are vacant lots located in neighborhoods in need of significant investment. These lots may be priced at or below fair market value. Usually, utilities are present near the property.

Lots with Structures - At times, the City of Corsicana and local taxing entities may hold lots with vacant residential structures. These structures are normally in very poor condition and are in need of significant renovation or demolition. These Structures may be priced at the Navarro County Assessor's Appraised value, but may be adjusted based on the condition of the structure and whether demolition is necessary. Preference will be given to qualified individuals wishing to renovate or demolish the structure in favor of residential dwellings. The City may require a minimum amount of renovation or demolition work to be performed as a condition of transfer. Developers, non-profits and other governmental entities are, likewise, invited to purchase the structures for housing uses.

Other Lots - Lots owned by the City of Corsicana and local taxing entities represented by same that are not capable of independent development or are unsuitable for residential property may be considered for park, commercial, or industrial use, or as multi-family properties. Such lots may be sold at a market rate for development. An agreement between the applicant and the City is required, ensuring the property is developed for uses that are beneficial to the City (for example, consistent with a neighborhood plan).

Side Yard Lots - Vacant lots not suitable for residential housing may be purchased by an adjacent property owner(s) under certain qualifying conditions.

REQUIREMENTS OF PROGRAM

1. **The applicant must have the funding for the project in place at the time of the application.** This includes the funds for the property purchase, plus the new construction or rehabilitation. This must be in the form of a commitment letter from a financial institution. Please attach copy of the document to application.
2. **The applicant will be expected to complete the project within the following timeframes, unless otherwise negotiated with the City:**
 - Start construction within 6 months from date of purchase, and
 - Complete construction and obtain a certificate of occupancy within 18 months from the date of purchase.
3. **All construction will be in compliance with current zoning regulations and building codes.**
4. **Purchaser is responsible for closing costs and title policy.**
5. **Plans for the proposed project must be submitted to the Planning and Zoning Department for approval.** Once plans are approved a permit fee based the valuation of the project must be paid. Permit fees will be assessed as outlined in Chapter 13 of the City of Corsicana Municipal Code.
6. **The required plans submittals includes:**
 - Site Plan showing location of structure, driveway, and utilities with dimensions,
 - House plans including MEP layout, and
 - Foundation design.
7. **All work must be done by contractors registered with the City and licensed by the State based on their trade.** All contractors will be required to submit the minimum insurance coverage documentation at the time of registration.
8. **All inspections must be requested and approved prior to the issuance of a Certificate of Occupancy for the structure.**

APPLICANT INFORMATION

Name	
Company	
Address	
City, State, Zip	
Phone	
Email	

PROJECT INFORMATION

Block		Lot	
Parcel ID		Address	
Project Type	Single Family <input type="checkbox"/>	Two-Family <input type="checkbox"/>	Multi-family <input type="checkbox"/>
Lot Size		Structure Size	
Zoning		Lot Coverage	

FUNDING INFORMATION

Source		Amount	
Contact		Phone	
Documents Attached	Letter of Credit <input type="checkbox"/>		Other <input type="checkbox"/>

PROPOSED SCHEDULE OF CONSTRUCTION

Secure Funding		Submit Plans	
Begin Construction		Complete Construction	

APPLICATION

All personal information submitted to the Community Support Department of the City of Corsicana is confidential and is intended to be used only by this department. I hereby authorize the Community Support Department, City of Corsicana to any other information to determine the ability to complete the proposed project and verify the information supplied as a part of this application. **The City of Corsicana hereby reserves the absolute right to accept or reject any and all land use/development proposals and offers for purchase, and reserves the right to condition the sale on the buyer's acceptance of deed restrictions. Additionally, the City reserves the right to require approval from CISD, Navarro County, Navarro College District or City departments established by the Community Support Department to review a development proposal.**

Signature: _____ **Date:** _____

Below Line For Staff Use Only

Approval Step:	Date:	Approved By:	Signature:
Preliminary Application		DM/ES	
Final Application Including Funding Documentation for Submission to Other Taxing Agencies		CS/DM/ES	
City of Corsicana		Connie Standridge	
Navarro County		Mike Dowd	
CISD		Diane Frost	
Navarro College		Kevin Fegan	