



**CERTIFICATION  
IMPACT FEE EXEMPTION  
FOR  
LOW AND MEDIUM COST HOUSING**



Building Inspection Project No. \_\_\_\_\_

1. My name is \_\_\_\_\_, and I am \_\_\_\_\_ Title  
for \_\_\_\_\_ and am authorized to sign this Certification.  
Legal Name of Developer/Owner

2. On behalf of the Developer/Owner of the property, I am requesting an exemption for impact fees for water and/or wastewater services under Article IX and X of Chapter 47 of the Code of Ordinances, Houston, Texas for that certain single- family residential unit identified as:

\_\_\_\_\_  
Legal Description  
\_\_\_\_\_  
\_\_\_\_\_  
Street Address of Exempt Unit

which shall be sold at a price (house and property) not in excess of the Maximum Exempt Unit Cost which is **\$237,199** effective **July 17, 2019**.

3. Developer/agent/owner agrees to provide a signed complete copy of the HUD-1 statement executed by the escrow officer or written verification from the title company indicating this is a true and accurate statement executed by the title company. Proof of cost of sale for the Exempt Unit should be sent within thirty (30) days of sale to Amanda Rees, Utility Analysis, City of Houston, P.O. Box 2688, Houston, Texas 77252-2688 or (fax) 832.394.9607. (In the event property is not sold, the Owner must provide sufficient documentation to support the value of the land plus proposed improvement is less than the maximum exemption cost).

**Please note that failure of Developer/Owner/Agent to submit the executed closing statement within thirty (30) days of sale may terminate eligibility for submission of any exemptions forms for any future developments.**

4. Developer/Owner understands and agrees that sale of any Exempt Unit in excess of the Maximum Exempt Unit Cost will violate the terms of this exemption. **Developer/Owner promises to pay the City of Houston within (10) ten days of sale all required impact fees due for the Exempt Unit if it is sold by Developer/Owner at a cost in excess of the Maximum Exempt Unit Cost or if Owner's documentation is in excess of Maximum Unit Cost.** Payment shall be made to the address listed in Section 3.

5. Developer understands and agrees that this Certificate only applies to Developer's sale of the Exempt Unit to a bona fide purchaser who inhabits or leases the Exempt Unit. Any other transfer of title to the Exempt Unit shall invalidate this Certificate, unless the Developer gives notice of the transfer, including name and address of transferee, to the address listed in Section 3, in which case the sale of the Exempt Unit shall effect an assignment of the Certificate to the transferee.

6. In the event the reference City of Houston building permit is allowed to expire, this Certification shall automatically expire a the same time as the building permit.

By: \_\_\_\_\_  
Signature of Developer/Agent/Owner

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

Received by: \_\_\_\_\_



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**The following criteria is required to justify the cost of a New Construction house for Impact Fee Exemption:**

- A. An Official Current Floor Plan Sales Price sheet from the Builder** (the floor plan from the sheet must be the same floor plan as shown on the customer’s plans & it should be a current sheet)
- B. Construction Cost** (such as an Official Builder’s Invoice/Material Cost A detailed Breakdown of the construction cost and materials from the Builder must be **reasonable**)  
“For Example” 10 doors.....\$1,000 dollars
- C. An Official Contract between the Buyer & Seller** (contract must list the selling price of the home and must be signed by both parties along with being dated)
- D. For a House Move: The Cost/Value of the home PLUS the Cost to Move the House** (Official Documents should be provided to verify these costs & the costs must be **reasonable**)

In order to determine if the house **Qualifies for Impact Fee Exemption**, the customer **MUST** have at one of the items listed in items A – D above **PLUS** have documentation of the **Value of the Land**

**Value of the Land**

Such examples include HCAD, HUD-1, Closure Statement, etc.

**NOTE:**

- Inadequate utility lines or lines that do not front the property will not qualify the property for exemption
- Exemption form must be filled out for approval. Address, date, square footage, and other items must be present on application at the time of review
- **A HUD 1 is a sales price contract which shows the value of the land. Normally big builder companies give these when they sell a house. The Developer/Owner/Agent must submit the executed closing statement “HUD-1” within thirty (30) days of sale or they may be terminated from eligibility for submission of any exemption forms for any future developments. Please refer to the other side of page for address of submittal.**