

City of Corpus Christi
Housing Development Fee Waivers for Non-qualifying Homebuyers Application

1. Complete the information below. If you are re-platting two lots into one, indicate so when providing the lot address. Provide the addresses for both lots.
2. Applications must comply with the Housing Development Fee Waivers for Non-qualifying Homebuyers Program Guidelines found at <https://www.corpuschristitx.gov/media/3vecqvgh/fee-waivers-for-infill-housing.pdf>.
3. Attach the Notice of Lien found at <https://www.corpuschristitx.gov/department-directory/planning-community-development/community-development/programs/>. On the Notice of Lien, complete the fields for Property Owner and Agreed and Accepted. Do not complete the Property Address on the Notice of Lien. The City will verify the legal address and wait until any re-platting is finished and then consult with you before completing the Address field. Email this application and the Notice of Lien to feewaivers@cctexas.com. The Notice of Lien needs to be signed by an individual authorized by the property owner to do so. Application processing will begin when the email is received but before the fee waivers are approved, the original Notice of Lien needs to be submitted to the City of Corpus Christi, Attn: Planning and Community Development, P.O. Box 9277, Corpus Christi, TX 78469-9277 or dropped off at Planning and Community Development on the 2nd floor of City Hall at 1201 Leopard St., Corpus Christi, TX 78401. The Notice of Lien will be filed when the fees are waived not at the time of application. When the home is completed and a sale in accordance with the terms of the Program Guidelines is pending, notify the City via feewaivers@cctexas.com and a Release of Lien will be provided. Applicant or the title company will be asked to provide documentation verifying the sales price and value of the completed home.
4. Once the application is approved, Planning and Community Development will notify the applicant and Development Services via email that the property qualifies for up to \$7,000 in waived fees. The actual amount of waived fees may vary from the estimated amount but will not exceed \$7,000. Approvals will be for up to \$7,000. Permits must be issued within 120 days of application approval. Extensions will be considered on a case by case basis.
5. The property will be listed on the Neighborhood Services website with the owner, address, status (fees reserved, under construction, estimated completion date, sold, etc.) and who interested homebuyers can contact if they are interested in purchasing the home.
6. If you have questions or need assistance email feewaivers@cctexas.com or call 361-826-1614

Applicant/Owner Name:		
Applicant Address:	State:	Zip Code:
Phone:	Email:	
Site Address:		
Legal Description:		
Lot or Lots Ownership Status:		
Estimated Amount of Fees to be Waived:		
Projected Start Date:	Projected Completion Date:	
Projected Sales Price and Value of Completed Home:		
Who can potential homeowners contact about purchasing this property? Provide the individual or company name, phone number and email address. State if the home is pre-sold.		

Signature: _____ Date: _____