

**Procedure for Annual Inspection of
Historic Landmarks for Purposes of Determining
Eligibility to Receive Property Tax Exemption
November 30, 2011**

1. Review of Tax Exemption Applications:

On or before January 15 of each year, the owner of a property designated "H" Historic requesting a tax exemption shall file an affidavit with the City that includes a statement of compliance and certification that the property is in need of tax relief to encourage its preservation and is being preserved and maintained as required by City Code.

During February and March Historic Preservation Office staff shall inspect properties and review the owner's affidavit to certify that the property is in need of tax relief to encourage its preservation and is being preserved and maintained as required by historic landmark regulation.

Staff shall present recommendations for approval/disapproval of each application to the Historic Landmark Commission based upon the inspections and affidavit statements. The Historic Landmark Commission will consider those recommendations and vote to recommend to City Council approval/disapproval of each application. Staff will deliver to the Travis County chief appraiser the completed tax exemption applications.

2. Inspection Procedure:

Historic Preservation Office staff will inspect historic landmark properties per the following procedures:

- a. Begin inspections February 1.
- b. Complete an inspection form for each property. Forms can be generated from Historic Preservation Office's database. At a minimum the inspection will include a visual assessment of the following building components:
 - i. Foundations
 - ii. Exterior walls, siding and trim
 - iii. Roof/drainage
 - iv. Decorative elements
 - v. Doors and windows
 - vi. Grounds and accessory buildings
 - vii. Unapproved alterations/addition and signage
- c. The Historic Preservation Office staff will take at least one photo of each property from the public right-of-way to serve as an annual record or "benchmark" of the property's condition and appearance. Detailed photographs will be taken of all deficiencies noted on the inspection form.
- d. The inspection form and photos may be linked to the Historic Preservation Office's database.
- e. The Historic Preservation Office staff will communicate with property owners regarding deficiencies found during the inspection and will work with owners to have them submit a treatment plan and schedule for addressing those deficiencies. Based on the scope of work, review by the Historic Preservation Officer and/or Historic Landmark Commission may be required as well.
- f. The Historic Preservation Office staff will re-inspect the property (based on approved treatment plan/schedule) to ensure work has taken place appropriately.

- g. All actions and communications will be recorded in the hard files and/or the Historic Preservation Office's database.
- h. All inspections must be complete in adequate time to present recommendations for approval/disapproval to the Historic Landmark Commission and meet TCAD's April 30 deadline for receiving completed applications.

4. Establish Inspection Fee:

Staff is researching possible funding mechanisms for expansion of functions including increased staffing to assist with inspection/enforcement responsibilities.