

**CITY OF CORSICANA, TEXAS**  
**CDRD 5-YEAR TAX ABATEMENT CHECKLIST**

<b>STEP</b>	<b>DESCRIPTION</b>
1	Tax Abatement Application requested by downtown property owner is submitted to Economic Development Director
2	Economic Development Director holds pre-development meeting with property owner and representatives from applicable city departments (e.g., P&Z, Engineering, Economic Development, Main Street & Fire)
3	Historic Preservation Officer Determines if Certificate of Appropriateness (COA) is required
3a	If COA is required, Property Owner submits COA Application to Historic Preservation Officer, who schedules Hearing with Historic Landmark Commission.
4	Property Owner will secure all necessary permits through appropriate City departments
5	Economic Development Director Prepares Tax Abatement Documents for City Council and Commissioners Court Approval
6	Public Hearing Notice is Published in Newspaper
7	City Council Reading & Public Hearing & Approval/Disapproval (Downtown Property Owner/Representative Attends this Meeting)
8	Tax Abatement Agreement is Signed by City and Downtown Property Representatives
9	Approved Tax Abatement is Submitted to Navarro County Commission for Approval
10	Approved Tax Abatement(s) are Submitted to Navarro County Appraisal District