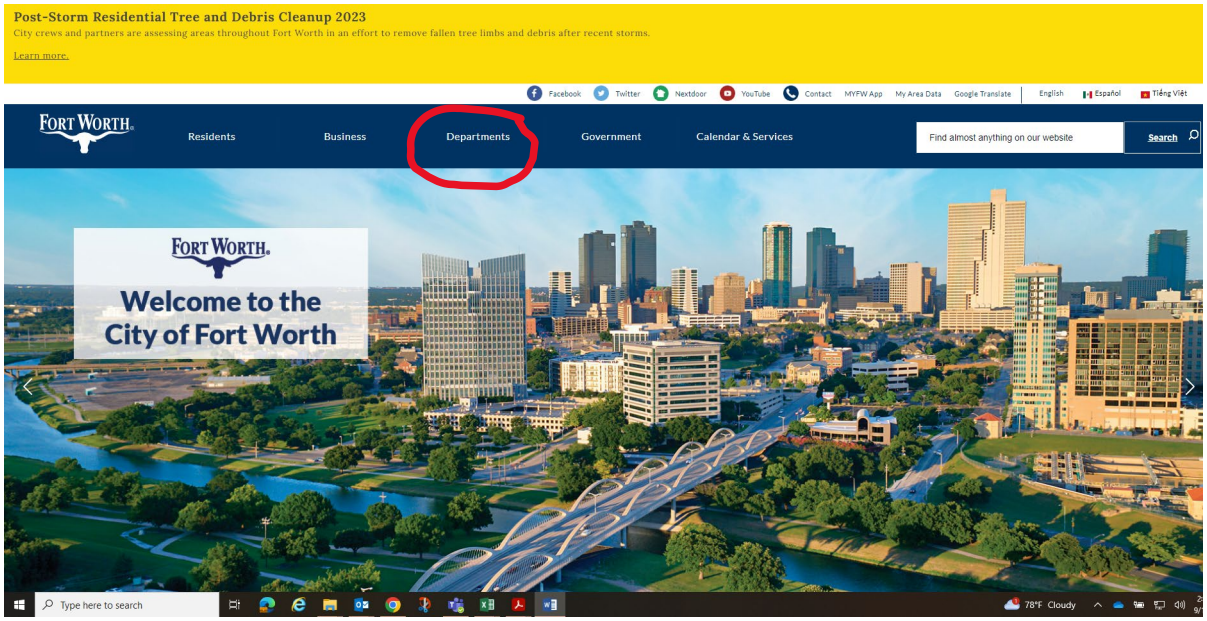
HOW TO APPLY FOR NEZ ONLINE

This is a step by step guide on how to apply for the NEZ program online. You will need to have your NEZ application completed and all documents ready to upload.

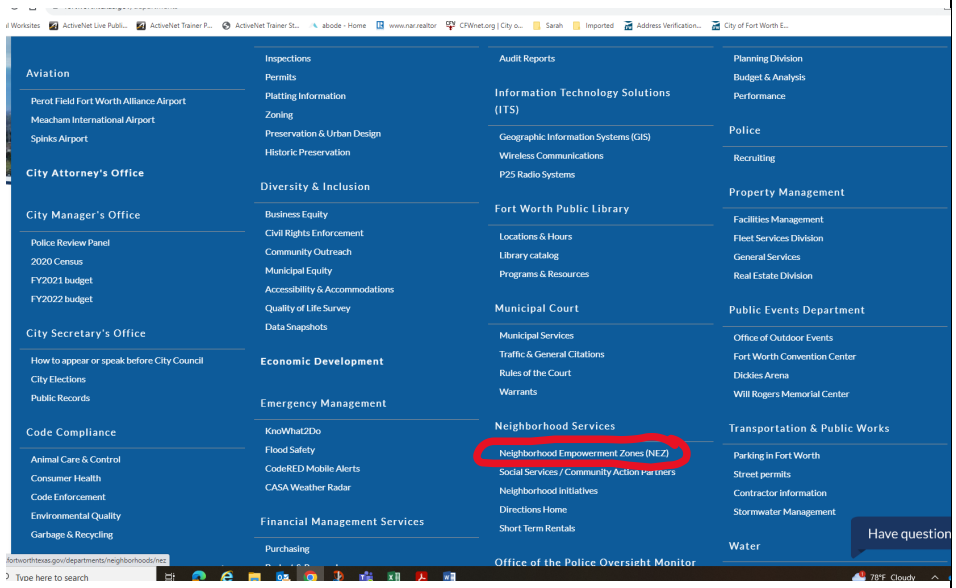
Reminder ***Please be advised if the project address is zoned as a designated historical property (HC) or is located in the Near Southside, Camp Bowie or Stockyards Urban Design District, approval of your project is required prior to NEZ application submittal. An approved Certificate of Appropriateness and supporting documentation for the project must be attached to the NEZ application.***

If you have any questions please contact our office at 817-392-7540.

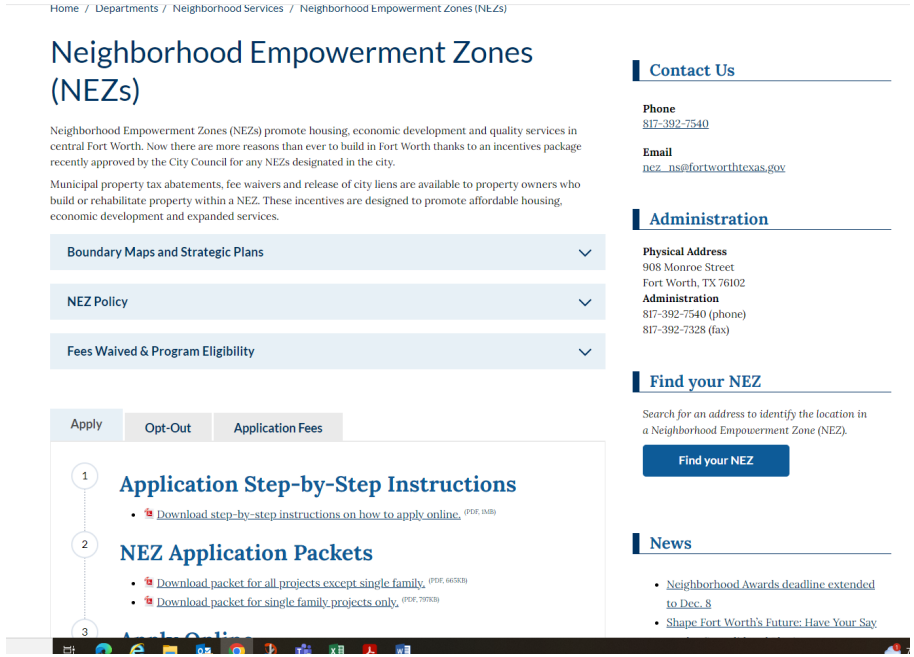


To apply for the NEZ program, you need to go to the City of Fort Worth website at www.Fortworthtexas.gov

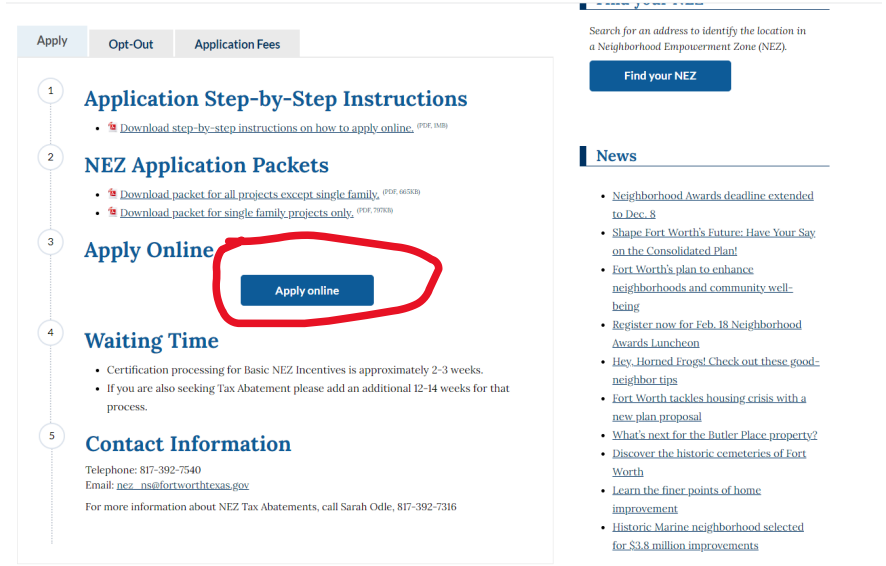
1. Click on Departments at the top of the page.



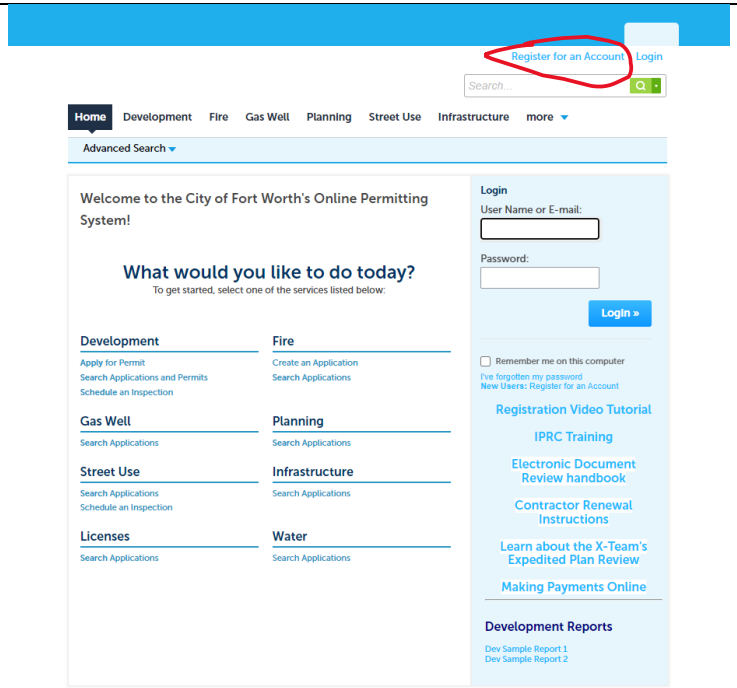
2. Choose Neighborhood Empowerment Zone (NEZ) under the Neighborhood Services Department tab



3. This is the NEZ page. Scroll down a little bit and you will see everything you need to apply.

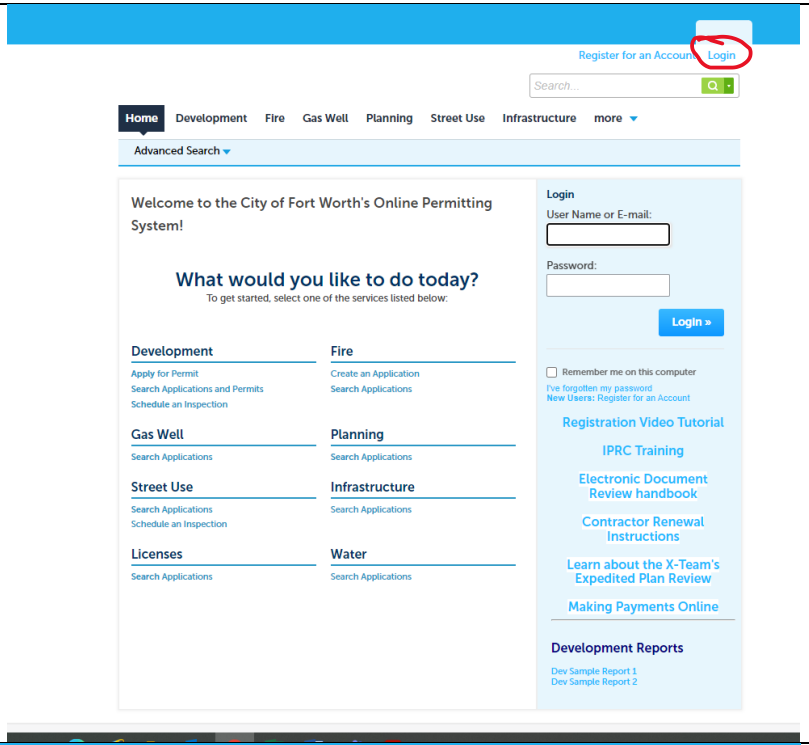


4. Click on the blue Apply Online button.

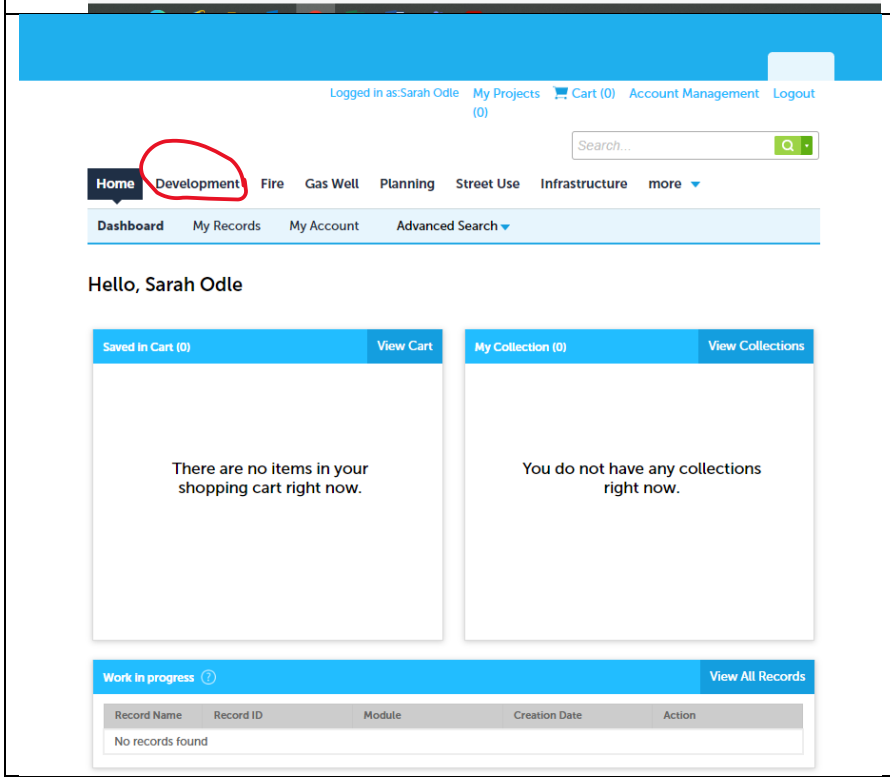


This is the screen you will see when you hit the button to apply online.

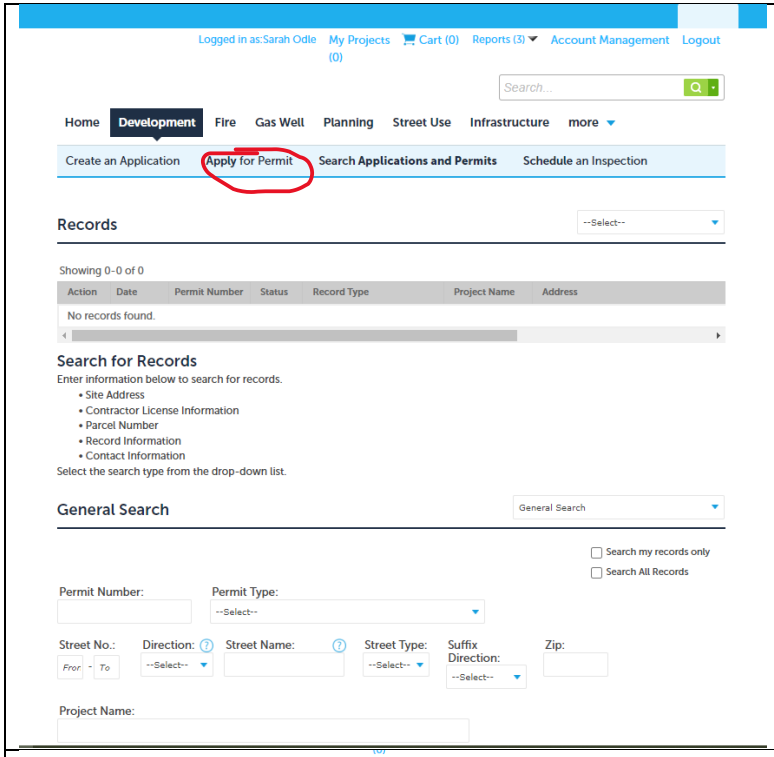
5. Applications for the NEZ program are processed in our permitting system. If you have not registered for an account you will need to do that first. Click on Register for an Account to get started.



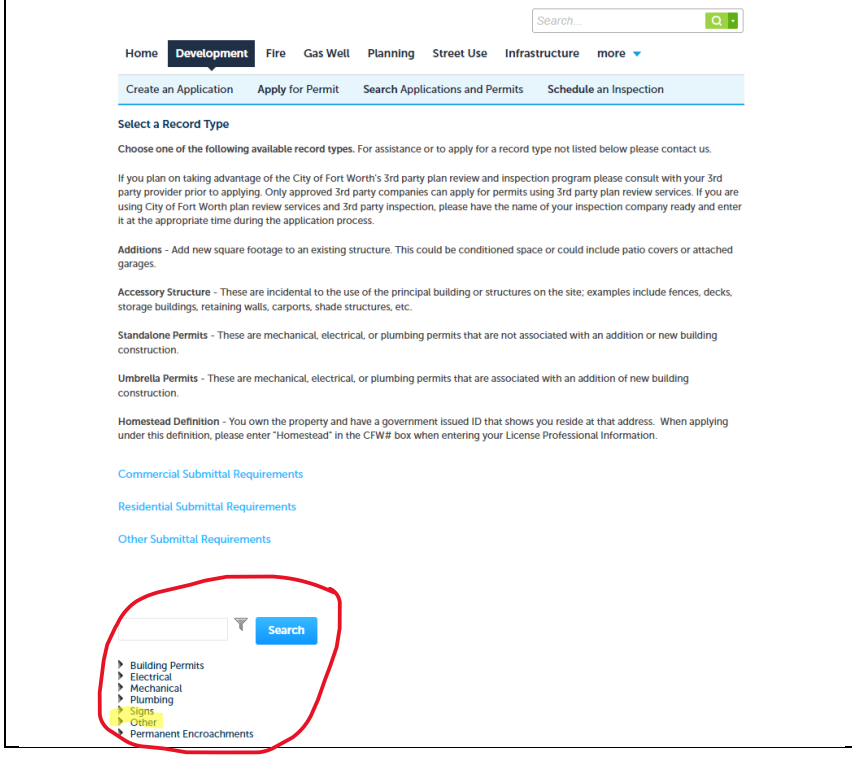
6. Now that you have registered, login to start your NEZ application.



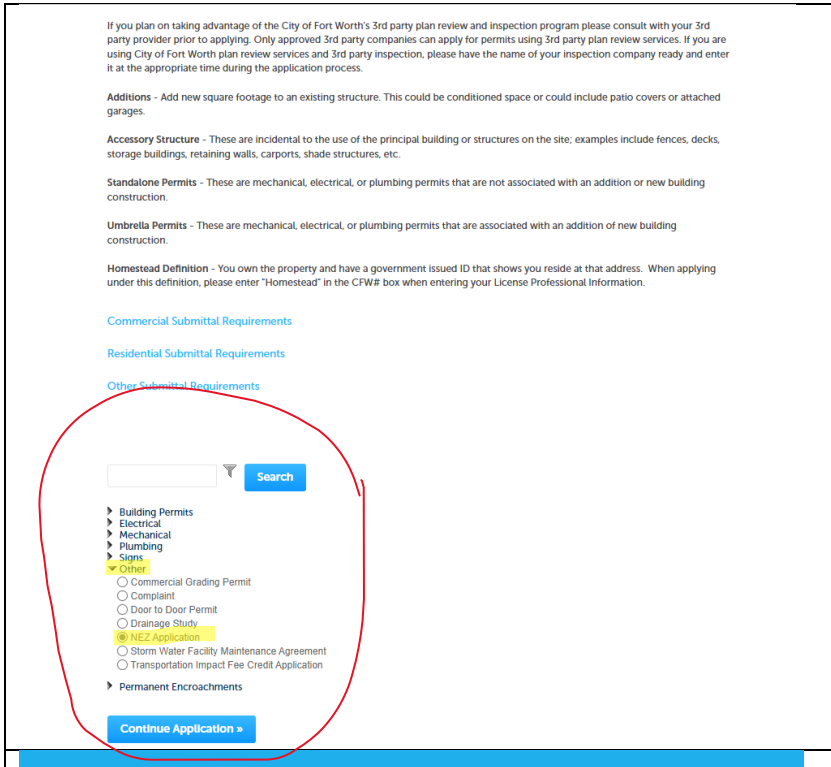
7. After you login, you will see this screen. To start your NEZ application, click on the Development tab.



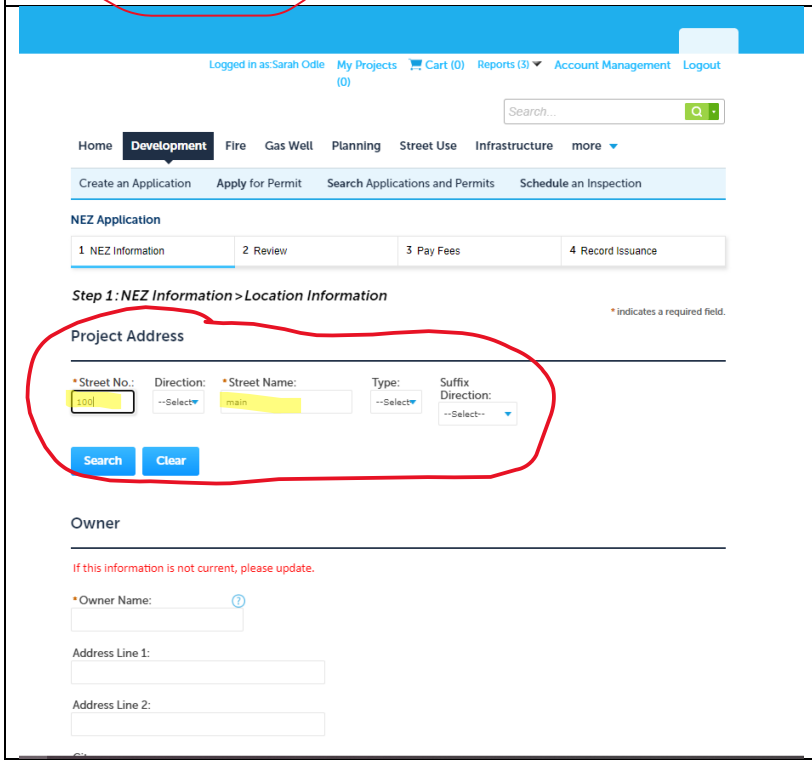
8. Click on Apply for Permit. Accept terms and continue.



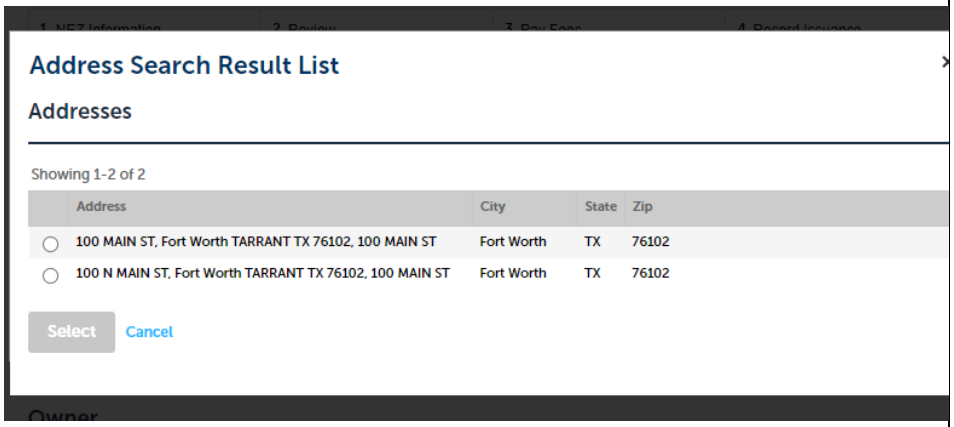
9. In the box select “Other”



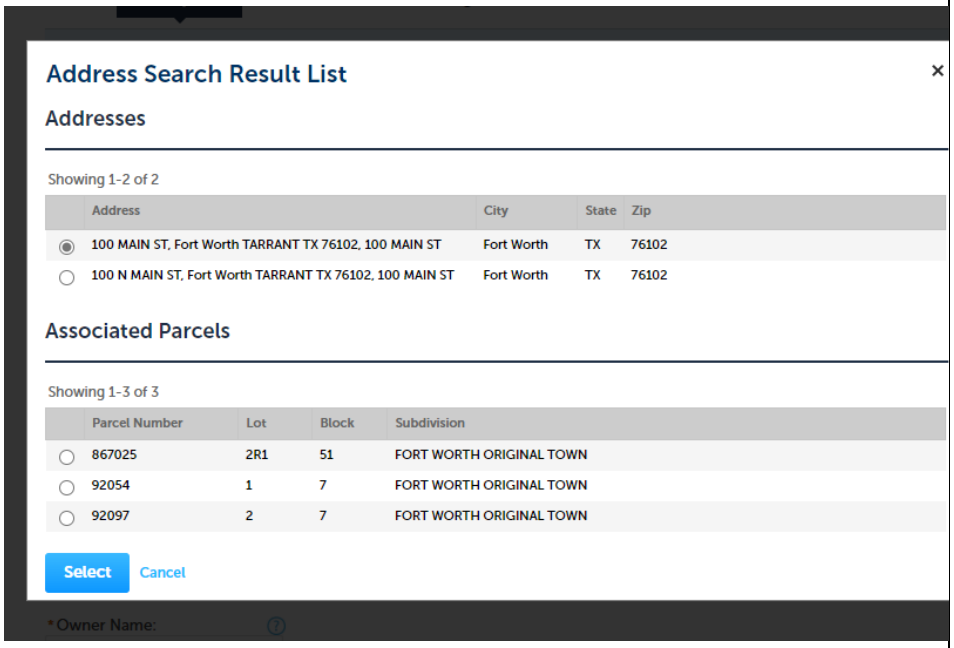
10. From the dropdown menu under Other click NEZ Application. Then continue application.



11. Enter the address of the project. Do this in a basic format. Ex: 100 Main
You do not need to click on street, etc. Then click on the search button.

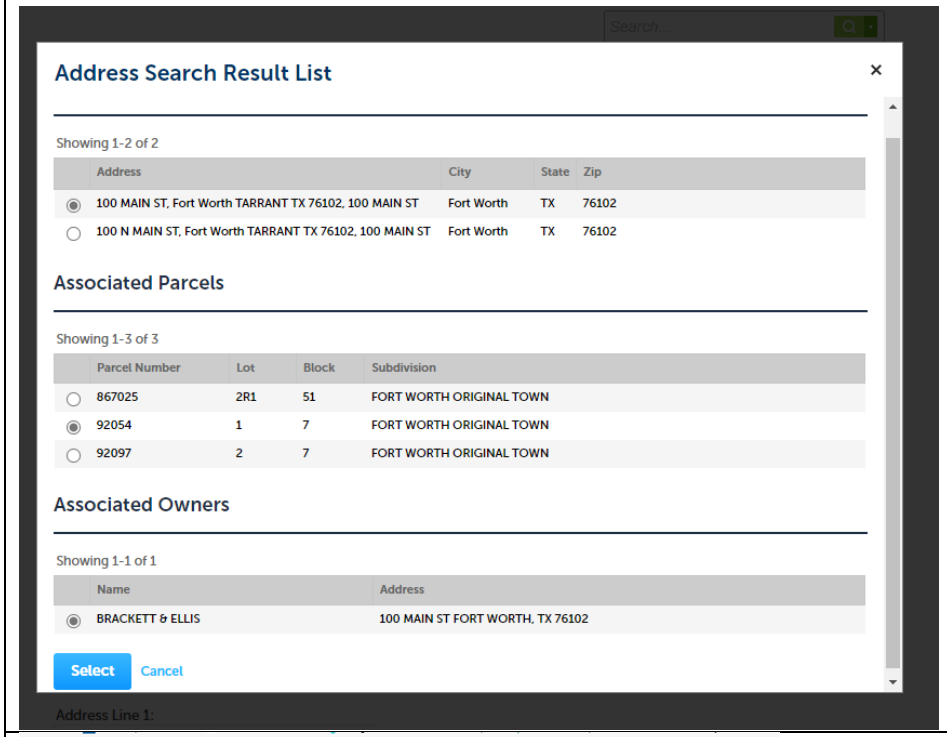


12. This box will pop up. Click in the correct address and press select.



13. Pick the associated parcel. This information will be on your warranty deed. You may also go to TAD to get this information as well as the property TAD account number.
    Just put the basic street address in and the account will pull up.

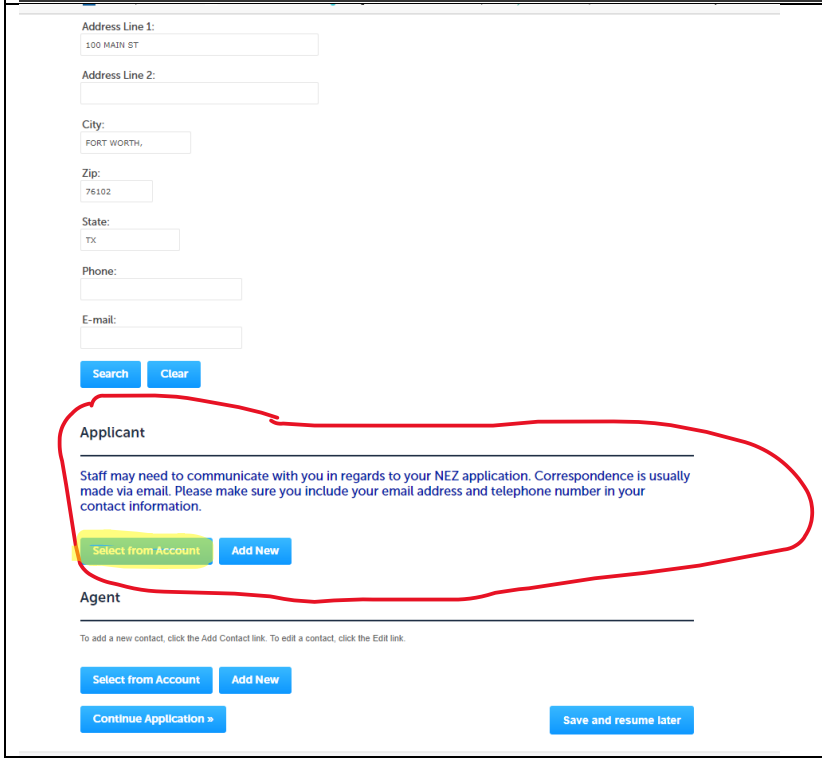
https://www.tad.org/property-search/



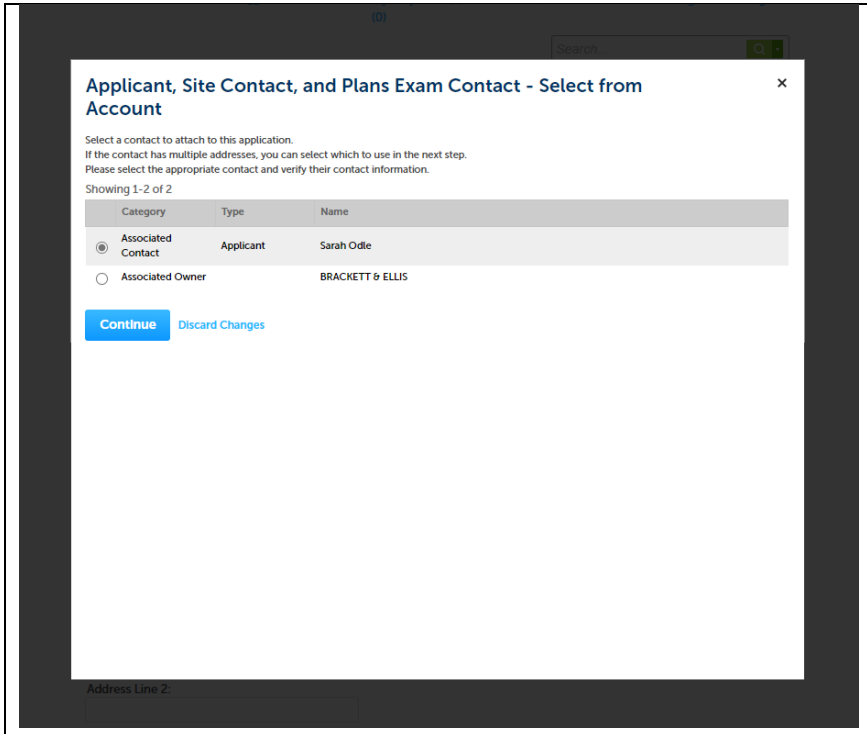
14. Once you have picked the correct parcel it will show the owner. If you recently purchased the property this may not be correct. **<u>If it is not correct, do not try to change it!!</u>**

    You will be uploading the warranty deed and adding your information as the applicant so it does not matter.

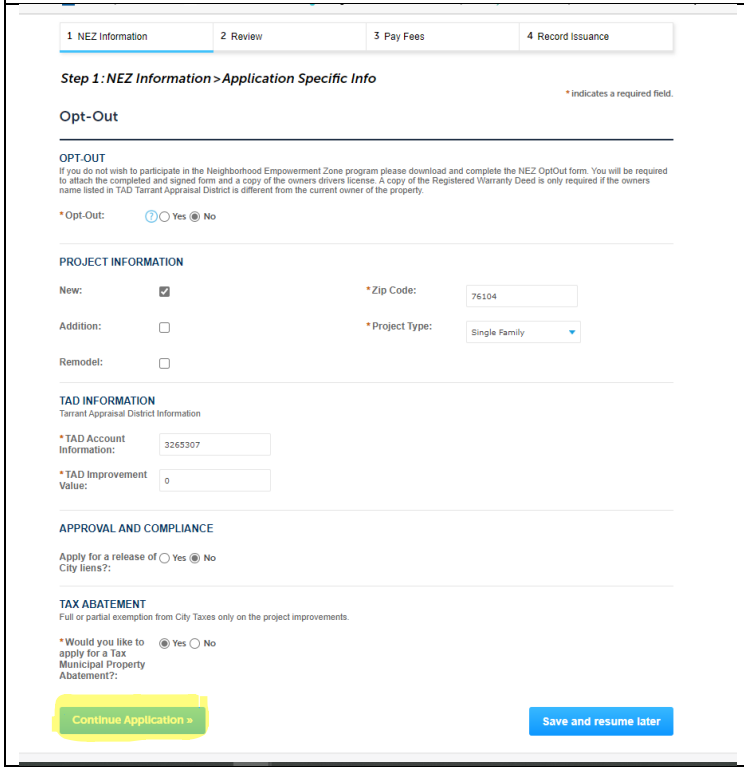
    Please press select to continue.



15. Go to the applicant information and choose Select from Account.



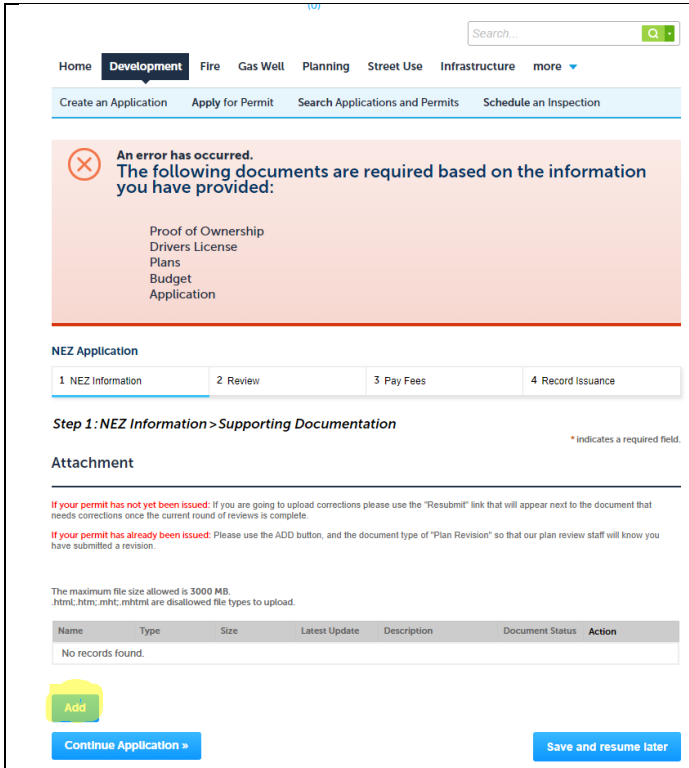
16. You will pick your account here. Click on your name and press continue.



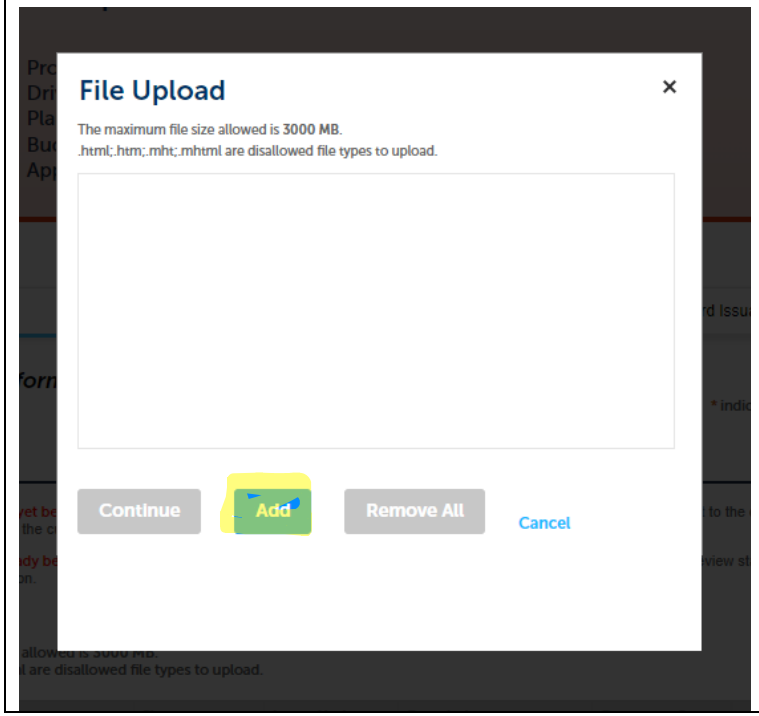
17. Now you are ready to start filling in the information for your application!
    - <u>You are applying for NEZ incentives so choose No for Opt-Out</u>

    Continue to choose the correct information for your project. You will also add the TAD Account Number here.

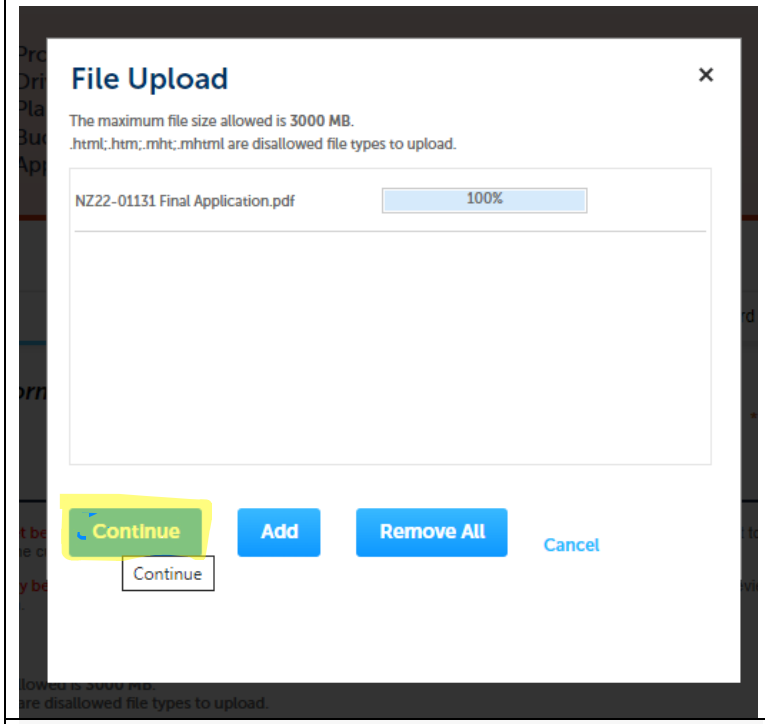
    When you complete this information press continue application.



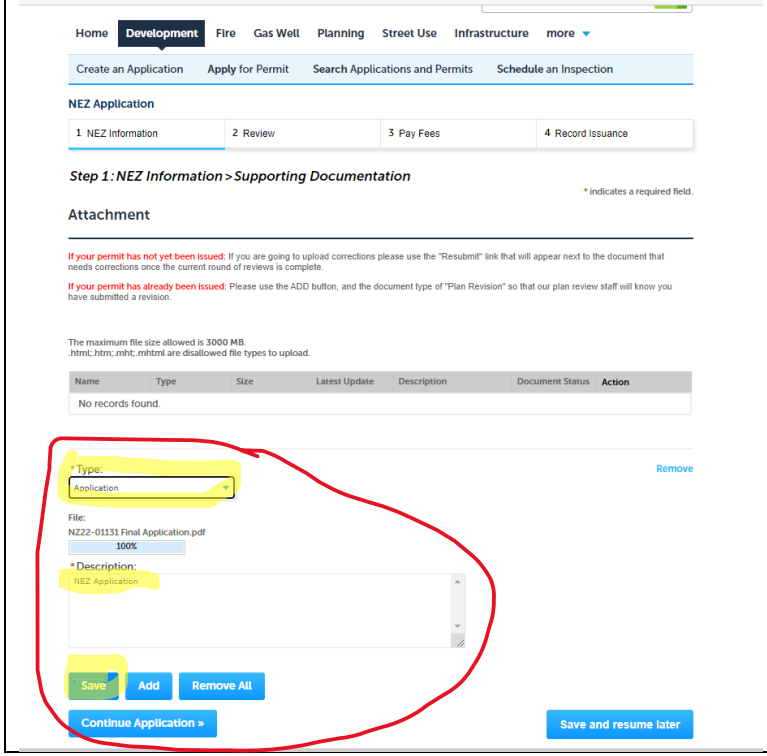
18. Now it is time to upload the documents listed on your NEZ Application Submittal Checklist. Select the Add button to upload your first document.



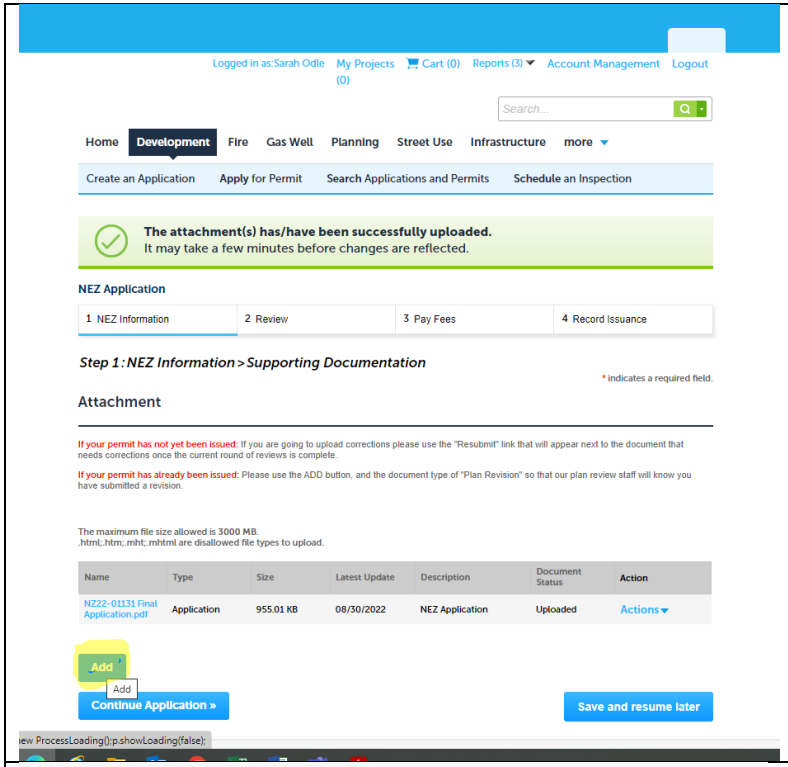
19. Select Add and upload your Application with the NEZ Submittal Checklist.



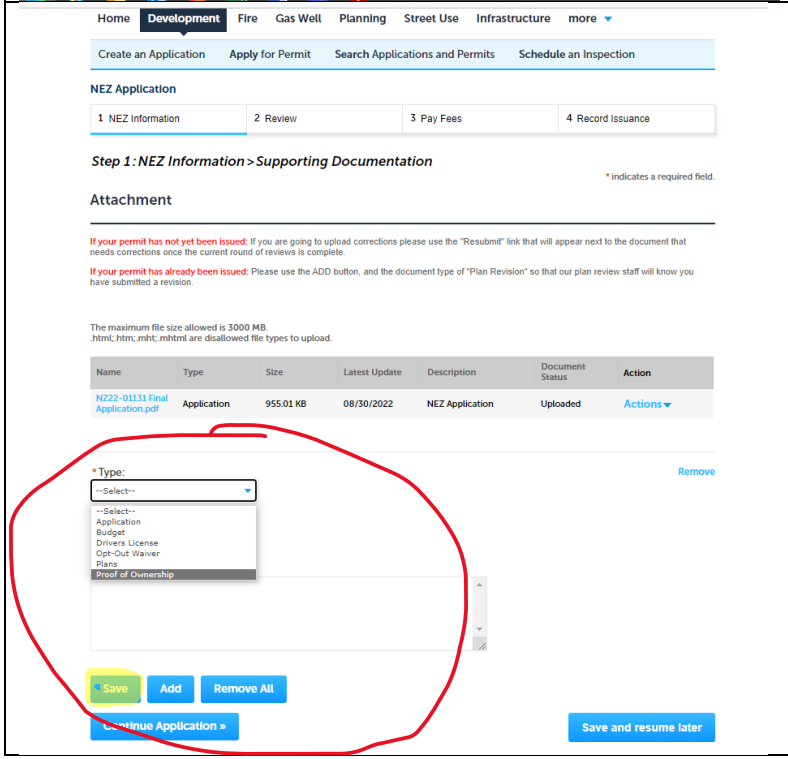
20. After your file uploads select continue.



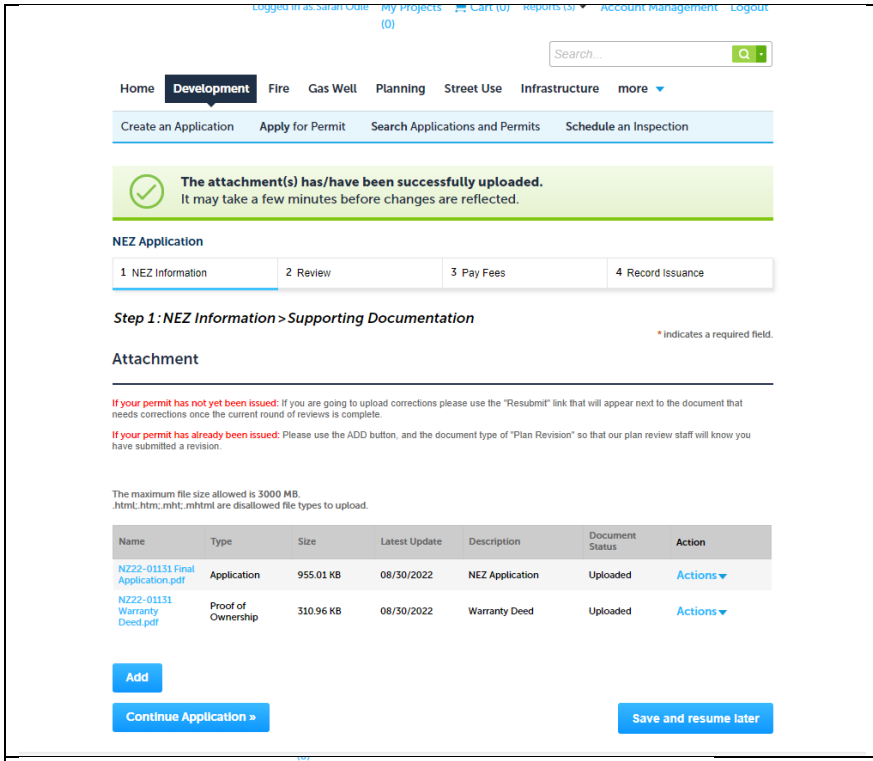
21. Under Type, select the document you attached and type a description in the box. Click Save



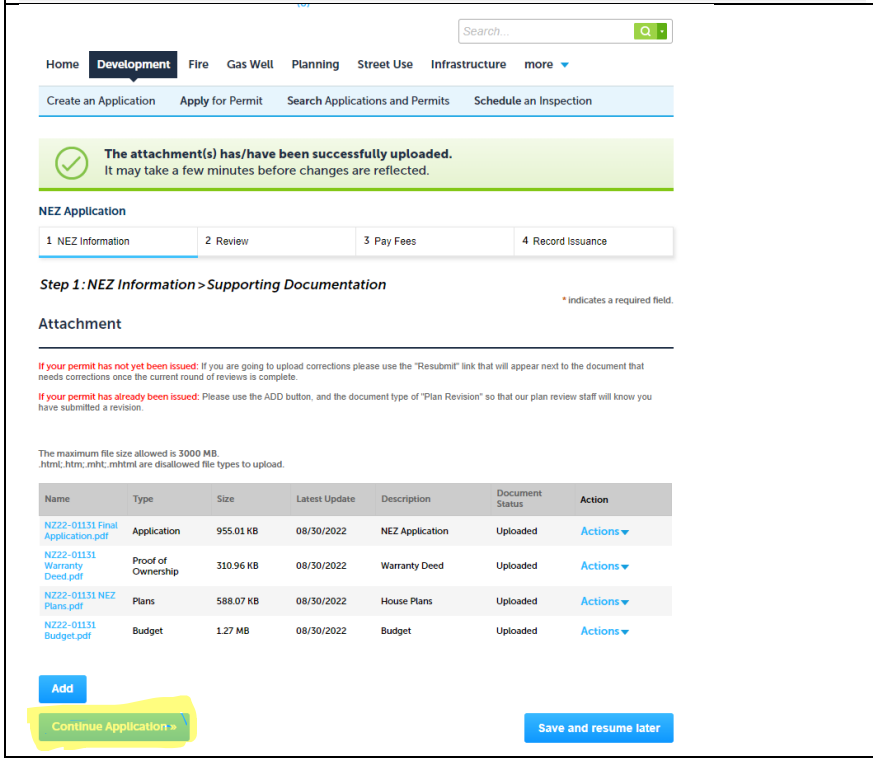
22. This screen will pop up and show your saved document.
    Select add and upload your warranty deed or proof of ownership.



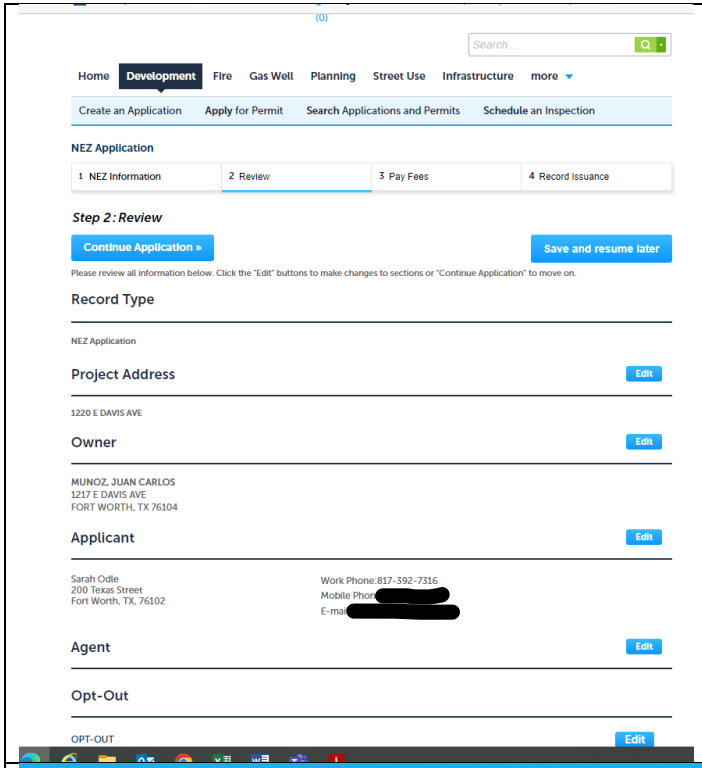
23. Select the type of document, add the description and select save.



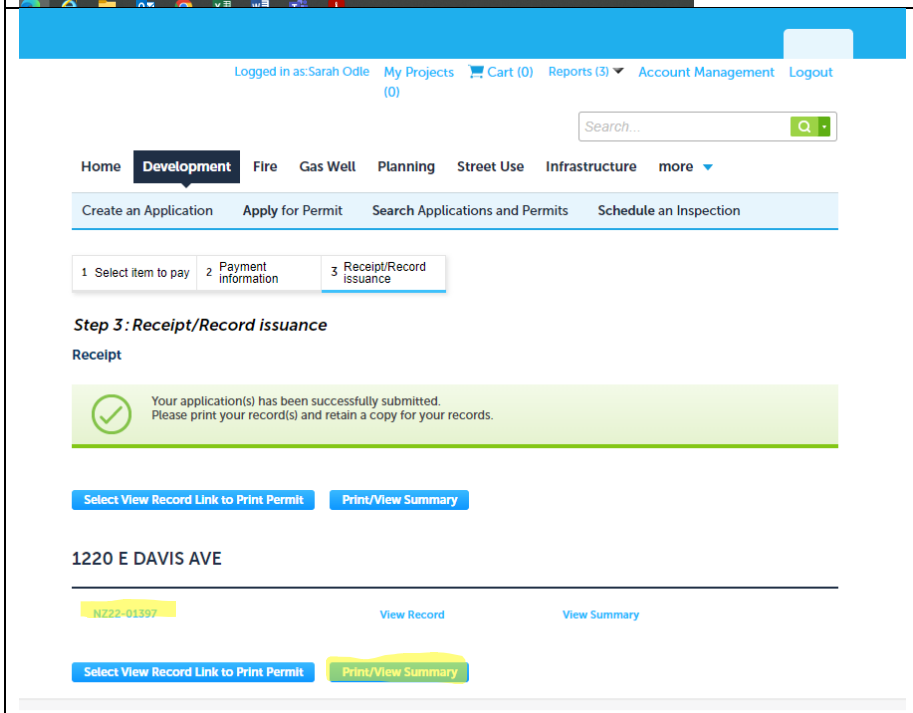
24. Select add for the next document etc. until you have all documents uploaded.



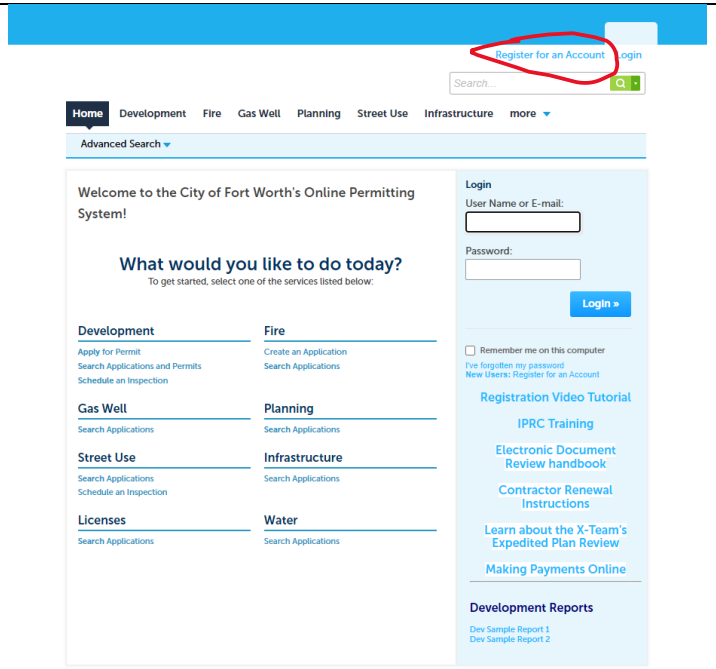
25. Once you have all documents loaded select continue application. *If you get a screen directing you to add a copy of your driver's license, please just add another copy of your budget or something but select DL under the drop-down type. A valid drivers license is required if you want to opt out of participating in the NEZ but it is not required for application*



26. Time to review your information and continue.



27. Congratulations!! You now have a NEZ number and can print a copy for your records. The application fee is not paid at this time. Our office will inform you to make payment after we conduct an initial review of your application.



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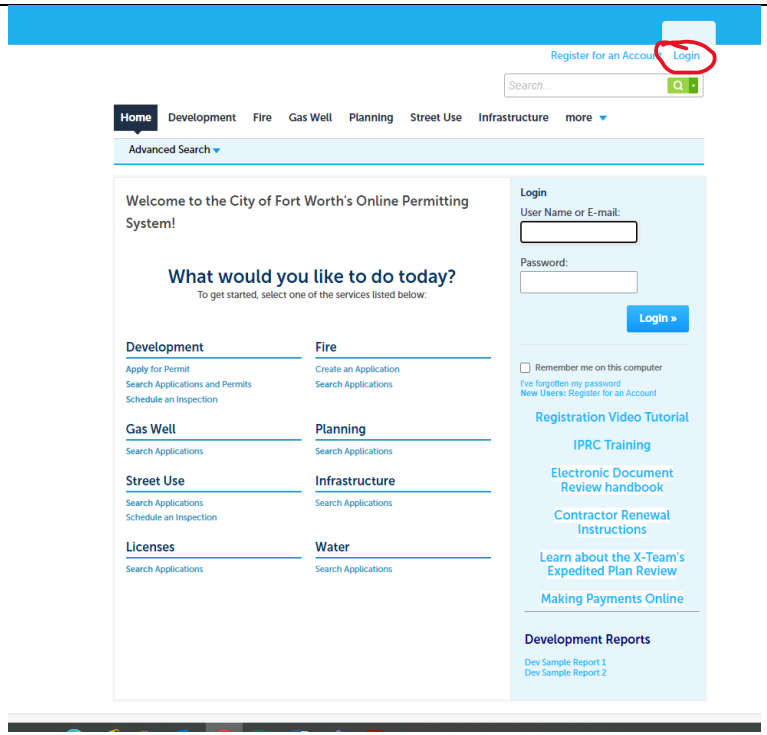
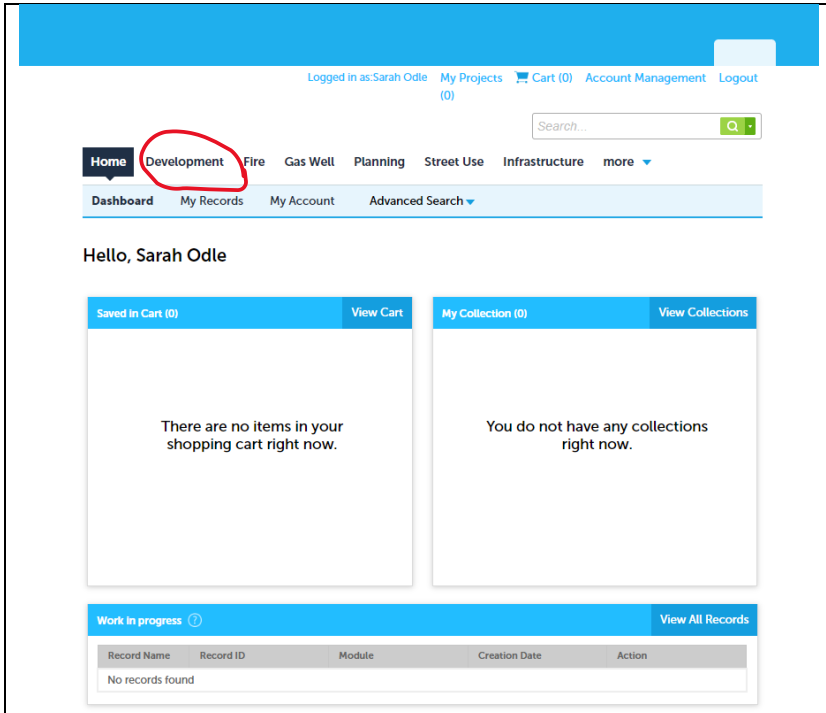


29. Now that you have registered, login to start your NEZ application.



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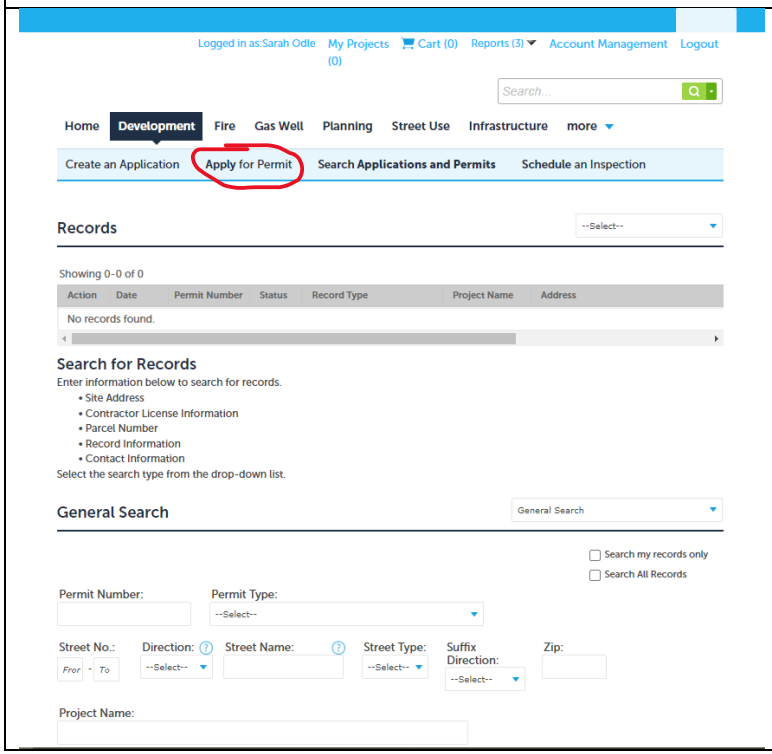

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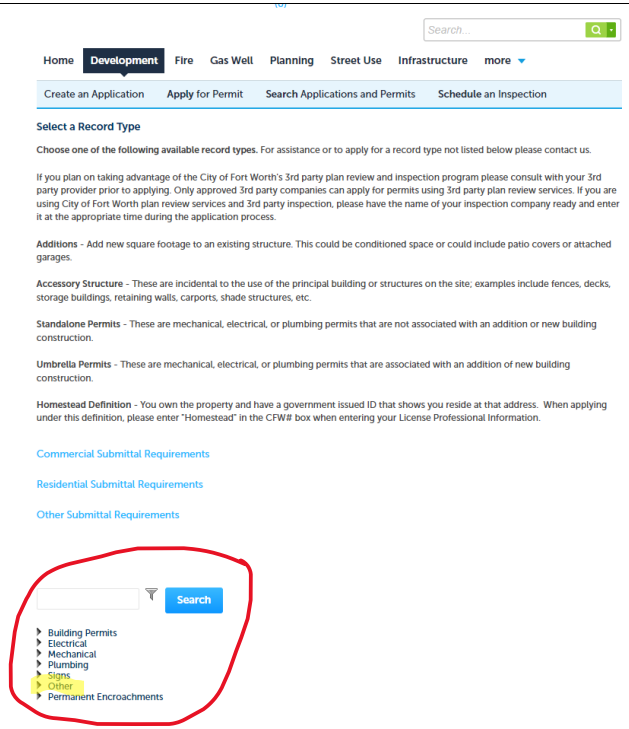
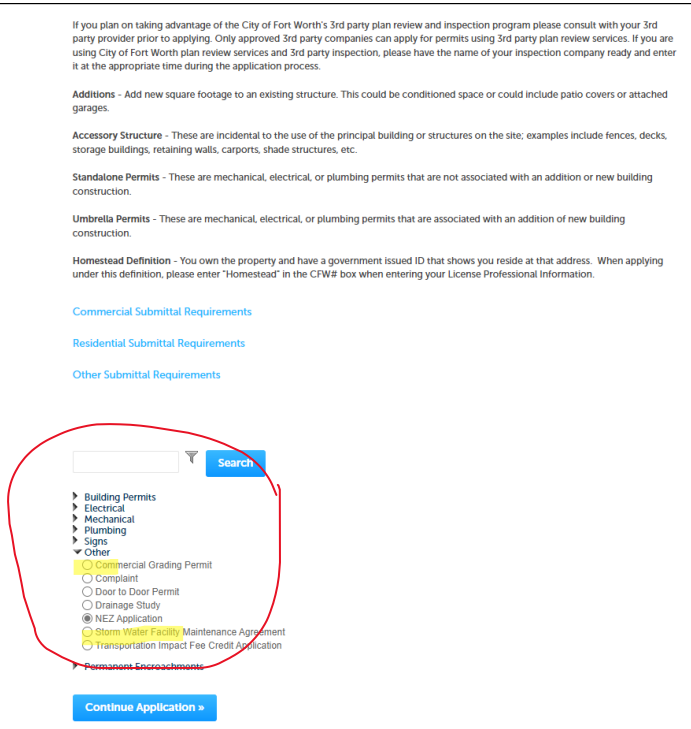
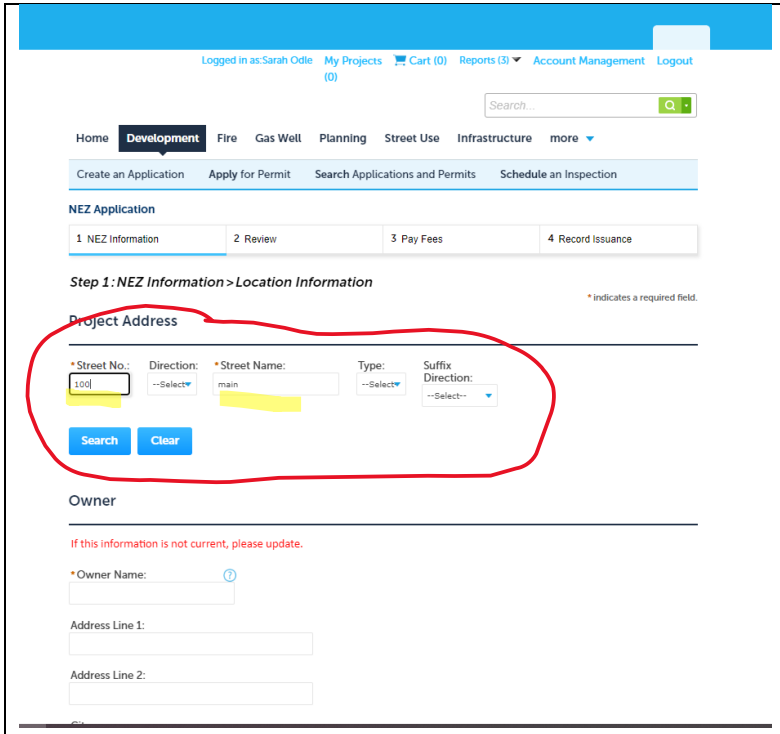


32. In the box select “Other”



33. From the dropdown menu under Other click NEZ Application. Then continue application.



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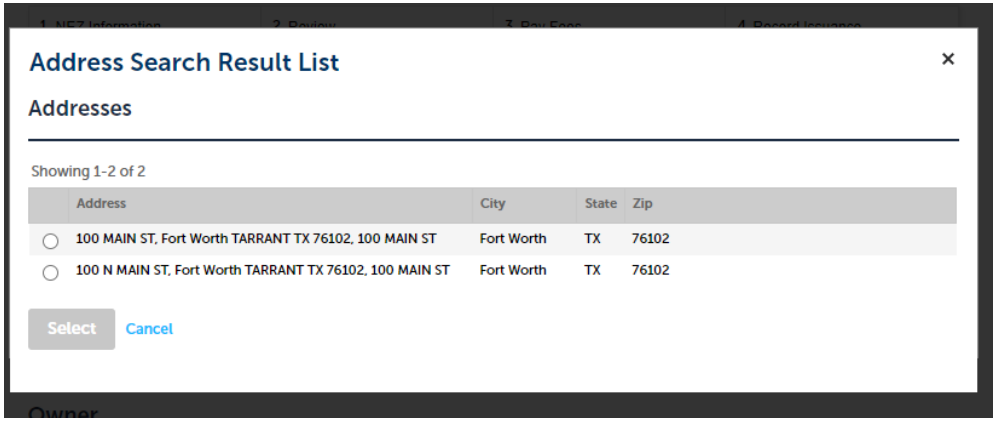
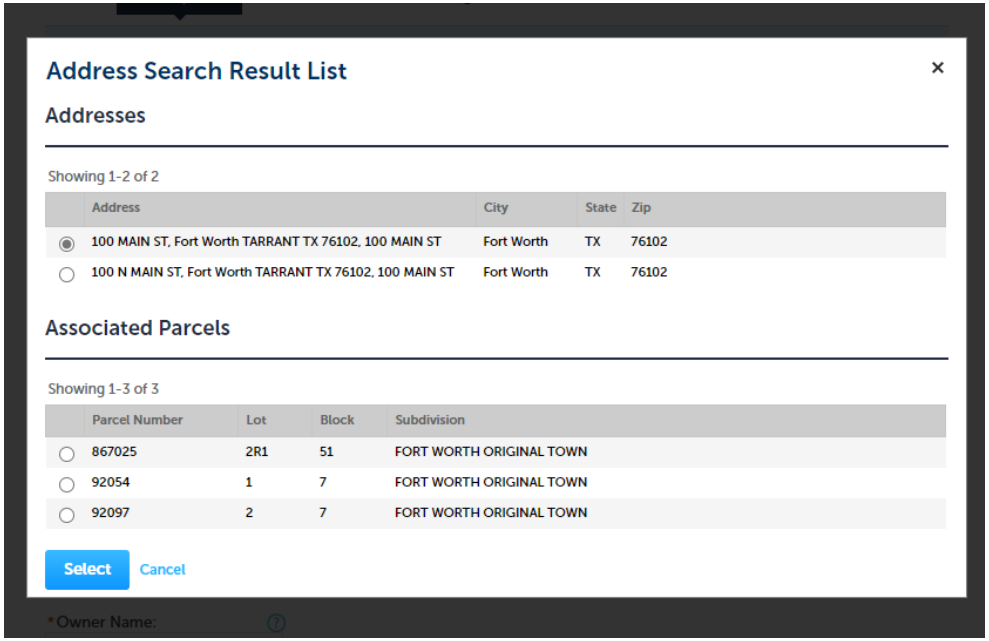


35. This box will pop up. Click in the correct address and press select.



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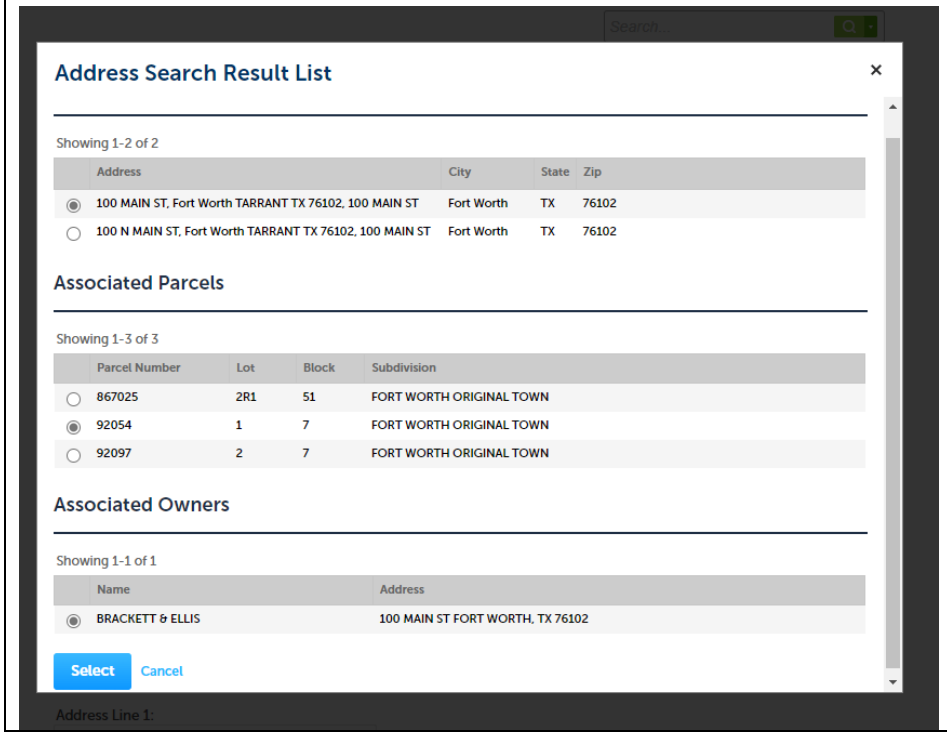

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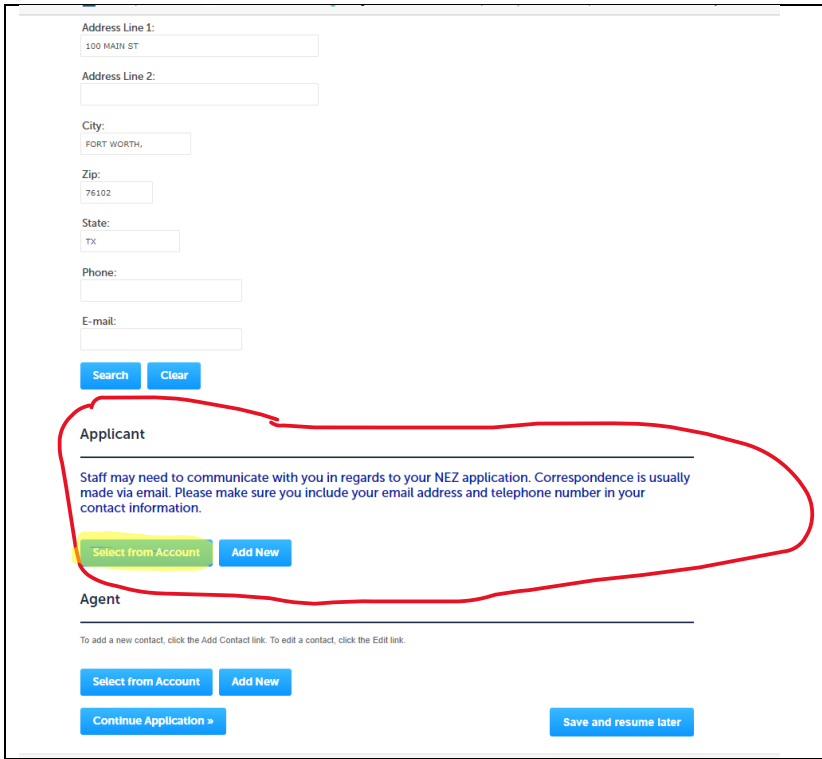

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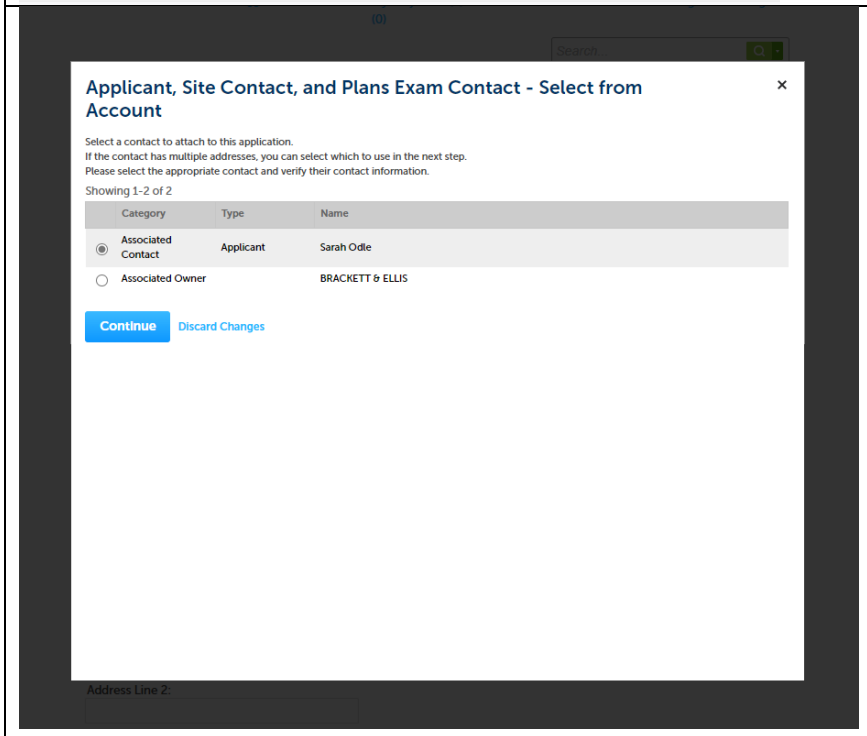
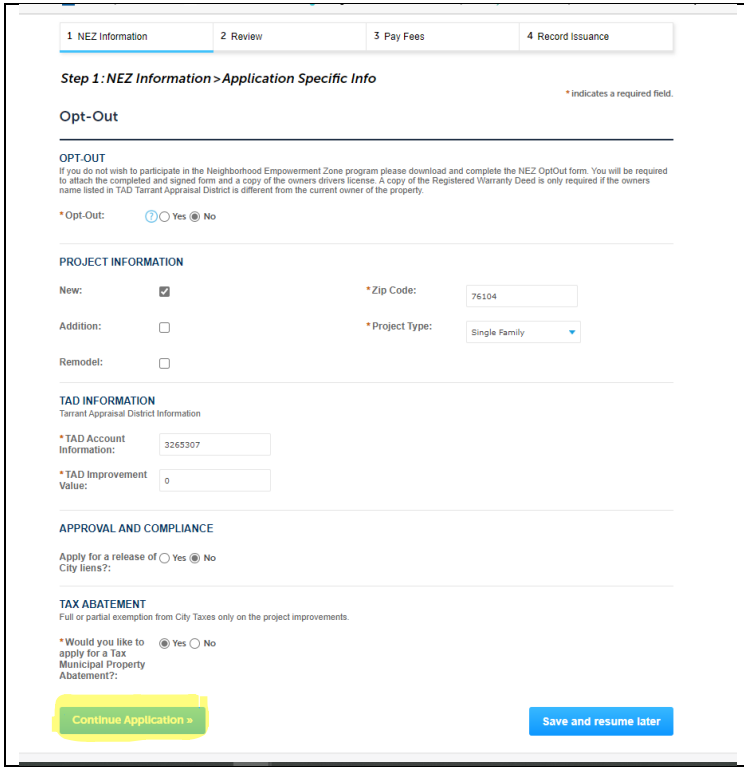


39. You will pick your account here. Click on your name and press continue.



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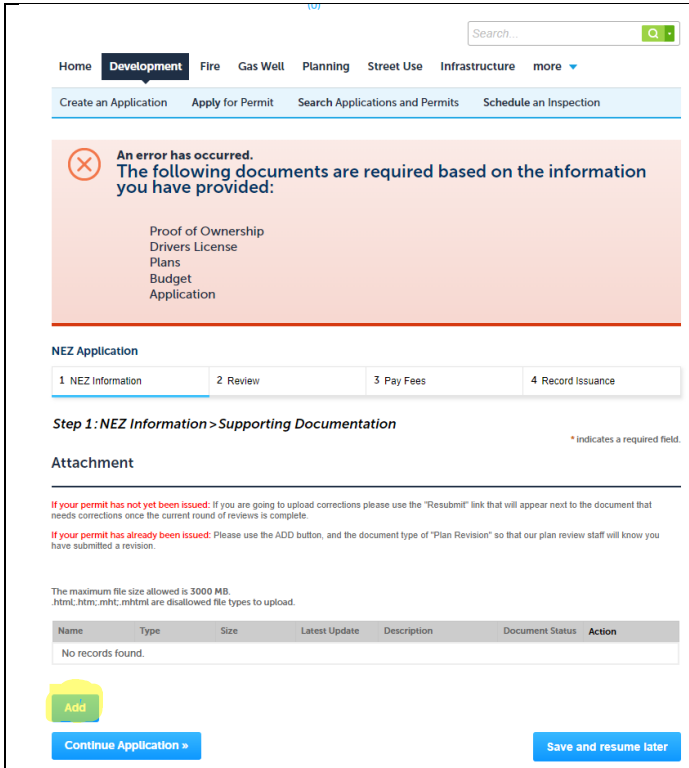

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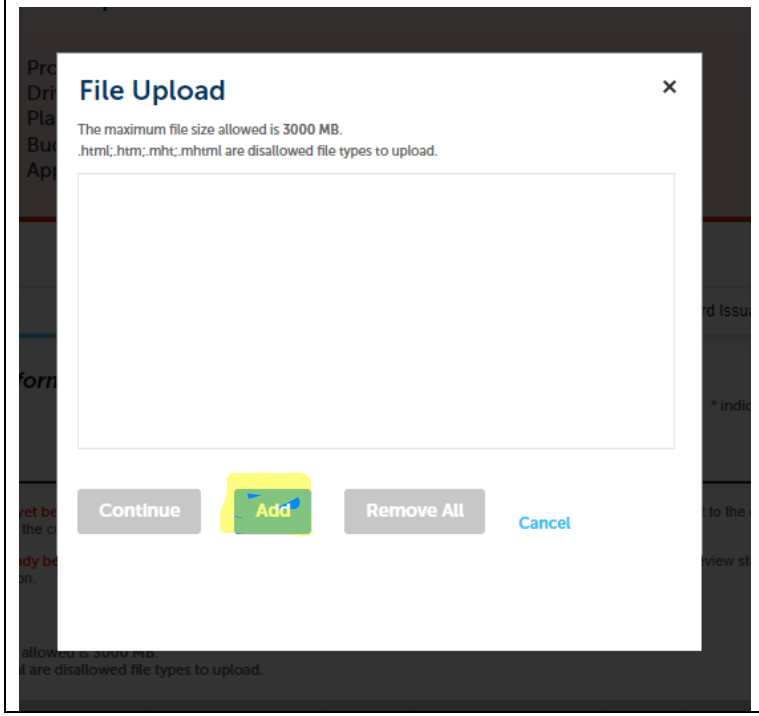
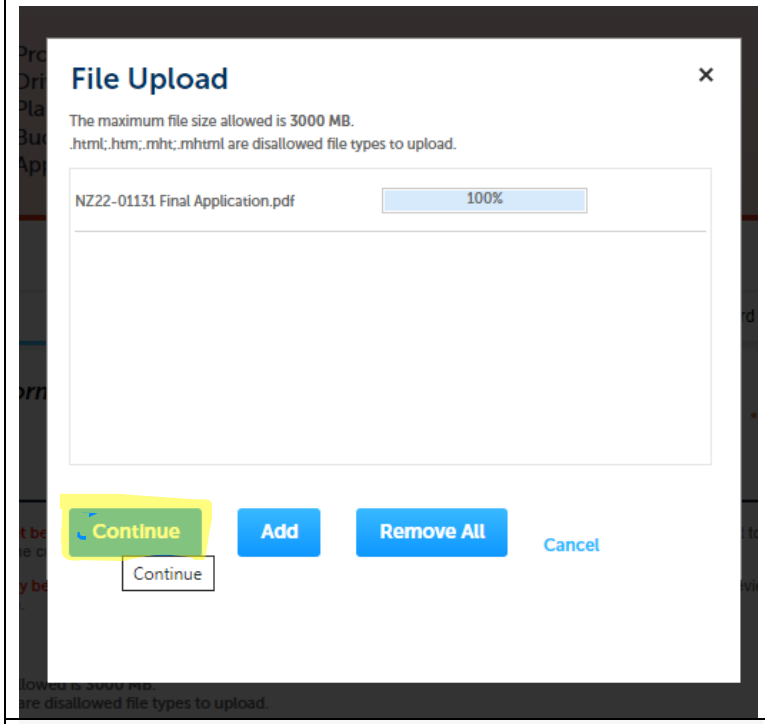
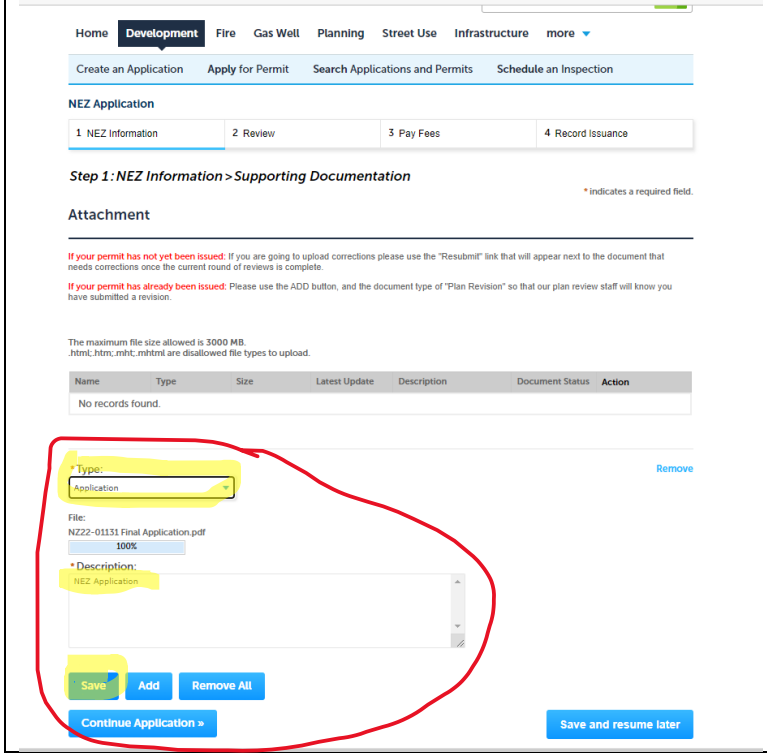


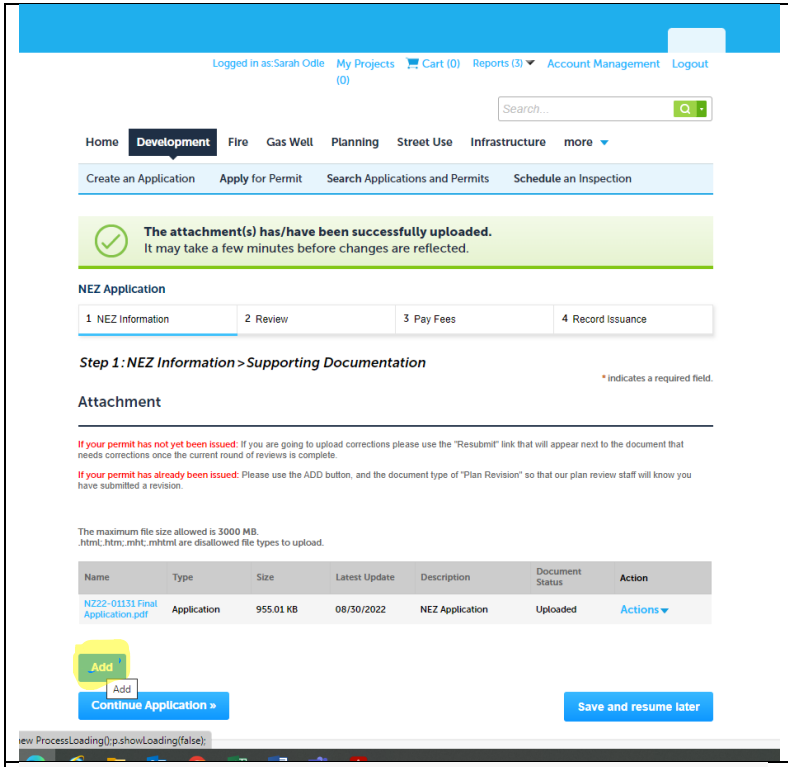
42. Select Add and upload your Application with the NEZ Submittal Checklist.



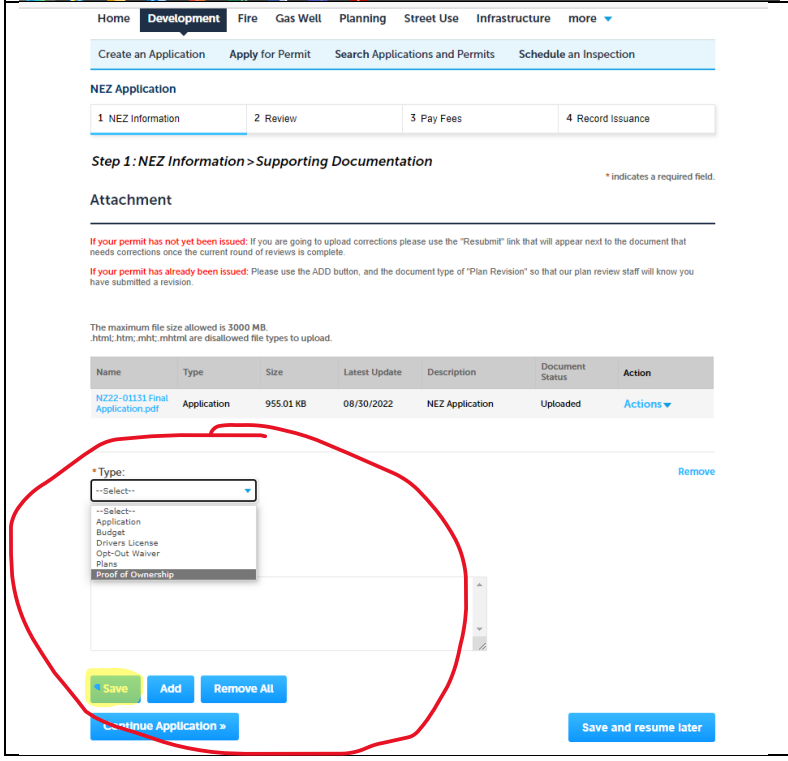
43. After your file uploads select continue.



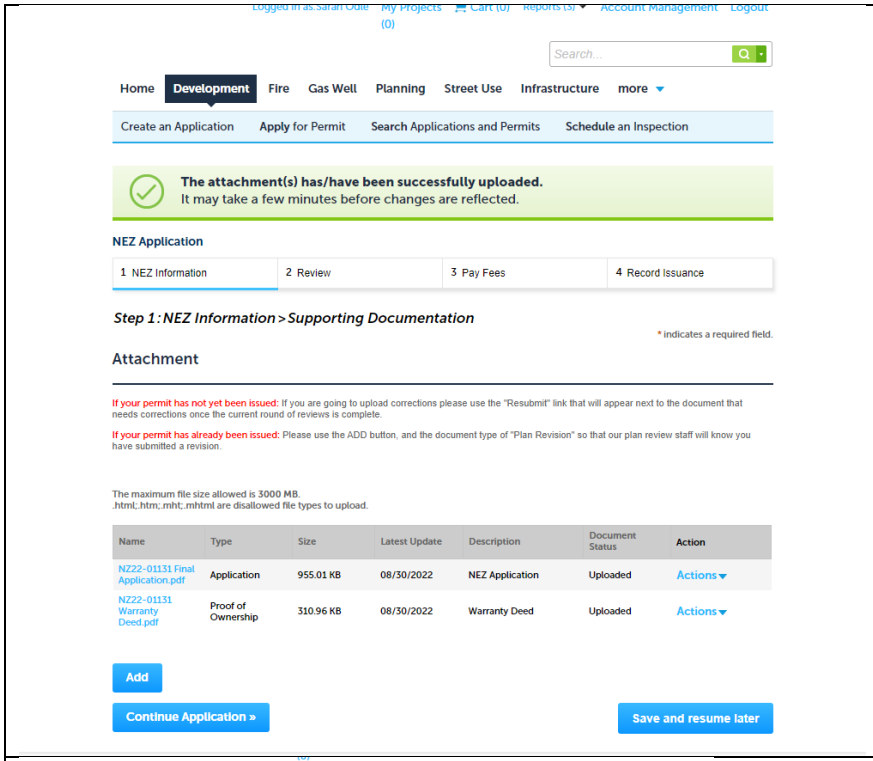
44. Under Type, select the document you attached and type a description in the box. Click Save



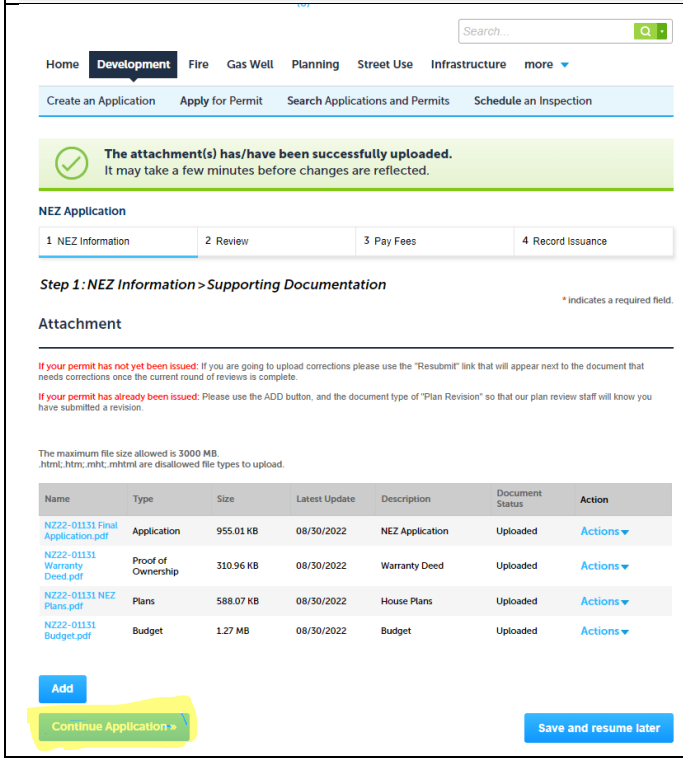
45. This screen will pop up and show your saved document.
Select add and upload your warranty deed or proof of ownership.



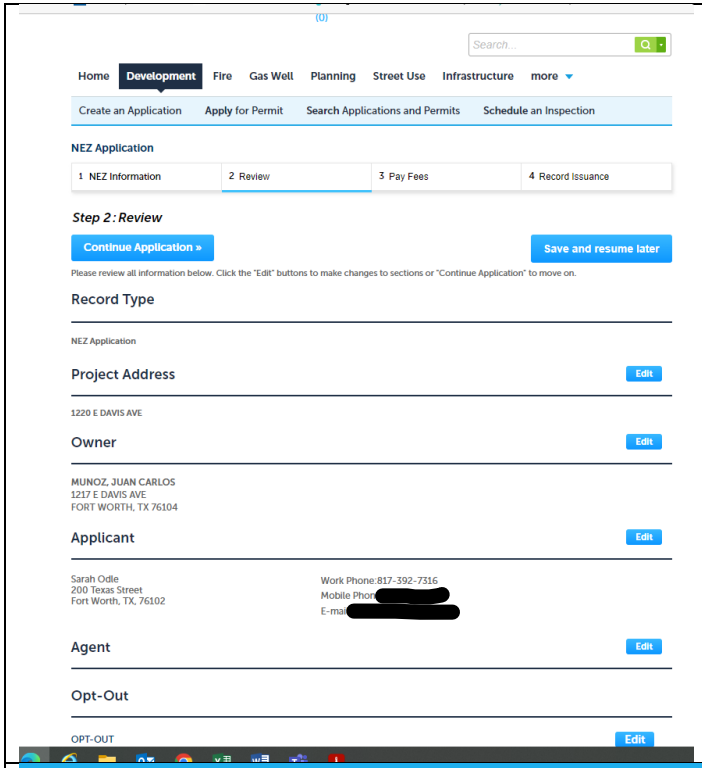
46. Select the type of document, add the description and select save.



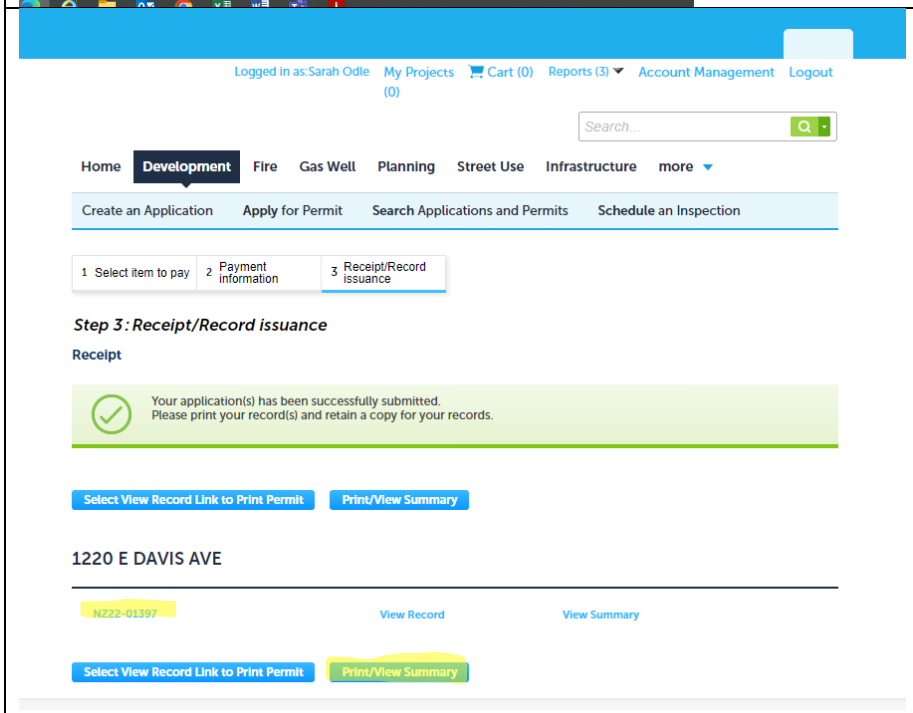
47. Select add for the next document etc. until you have all documents uploaded.



48. Once you have all documents loaded select continue application. *If you get a screen directing you to add a copy of your driver's license, please just add another copy of your budget or something but select DL under the drop-down type. A valid drivers license is required if you want to opt out of participating in the NEZ but it is not required for application*



49. Time to review your information and continue.



50. Congratulations!! You now have a NEZ number and can print a copy for your records. The application fee is not paid at this time. Our office will inform you to make payment after we conduct an initial review of your application.