



Reimbursement Agreement Application

Development Services Department

Submit the Application to: contractsandagreements@cctexas.com

Mail to: City of Corpus Christi Development Services
2406 Leopard St. Suite 100
Corpus Christi, Texas 78408

Date: _____

Approved Plat Name: _____

Type of Public Improvements: _____

Ownership and authorized signatories to enter into the agreement:

Requested duration of agreement: _____ Months

Point of Contact Information:

Contact Name: _____

Contact Number: _____

Name of Company Entering into the agreement (L.L.C.; L.P., Inc.):

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____

The items listed below are required before an application can be processed:

- 1) Application for reimbursement per UDC Section 8.5.1 or 8.5.2
- 2) \$535.00 application fee for new agreements and addendums
- 3) Planning Commission approved plat (Final or Master Preliminary)
- 4) Cost estimate for project from a registered engineer
- 5) Public improvement plans or design memorandum
- 6) Warrantee Deed for the property associated with the project
- 7) Disclosure of Interest Form
- 8) Form 1295, a W-9 Form, and a Corporate Resolution

Applicant's Signature

Title

CITY OF CORPUS CHRISTI
DEPARTMENT OF DEVELOPMENT SERVICES

(Required Items for a Reimbursement Agreement)

- (1) Reimbursement agreement processing fee of \$535 is due before processing.
(fee amount per Section 14-1341 of the city code)
- (2) **Exhibit 1** - Approved final plat or master preliminary plat
- (3) **Exhibit 2** - Application for reimbursement and lot or acreage fee credit if applicable.
(Staff will send the applicant all the required agreement forms for signature after the application and required documents have been reviewed and the application fee has been received.)
- (4) **Exhibit 3** - Approved set of public improvement plans or signed and dated design memorandum. Submit plans [to: publicimprovements@cctexas.com](mailto:publicimprovements@cctexas.com)
- (5) **Exhibit 4** - Provide a construction cost estimate and a breakdown of the reimbursable amount you will be requesting. Cost estimates should include title block with engineering firm name and legal description of property. Submit estimates to: Publicimprovements@cctexas.com
- (6) **Exhibit 5** - Signed Disclosure of Interest Form from all interested parties including all supporting documentation for proof of ownership and authorized signatories (original signed form).
- (7) Standard General Insurance Information (documents to be provided before construction begins).
- (8) Warranty Deed
- (9) Corporate Resolution
- (10) Form 1295 use link below to access the form. Enter the name of the type of agreement for box asking for a contract number:
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm
- (11) A document recording fee will be due after agreement receives a second reading before City Council and is approved. The recording fee amount is based upon on the total number of pages in the agreement.

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