

## Application for Appraisal of Public Access Airport Property

Appraisal District's Name

Phone (area code and number)

Address City County State Zip Code

Appraisal District's Website Address

**GENERAL INFORMATION:** This application is for use in requesting special appraisal for restricted use public access airport property under Tax Code Chapter 23, Sections 23.91-23.97 (Subchapter G). You are entitled to have property appraised under Subchapter G for the tax year for which you are applying if you meet all five of the following conditions.

1. You own the property on Jan. 1.
2. The property is at least five acres in size.
3. Its use is restricted by deed for at least 10 years as a public access airport as provided by Subchapter G.
4. The property has been devoted exclusively for use as public access airport property for the preceding year.
5. You are using and intend to use the property exclusively as public access airport property in the current year.

**FILING INSTRUCTIONS:** You must furnish all information and documentation required by this application so that the chief appraiser is able to determine whether the statutory qualifications for special appraisal have been met. This document and all supporting documentation must be filed with the appraisal district office in each county in which the property is located. Do not file this document with the Texas Comptroller of Public Accounts. A directory with contact information for appraisal district offices may be found on the Comptroller's website [comptroller.texas.gov/taxes/property-tax](http://comptroller.texas.gov/taxes/property-tax).

**APPLICATION DEADLINES:** The completed application and supporting documents must be submitted to the appraisal district between Jan. 1 and April 30 of the tax year for which you request the special appraisal. For good cause shown, the chief appraiser may extend the deadline for filing the application by written order for a single period not to exceed 60 days. The chief appraiser may disapprove the application and request additional information. If the chief appraiser requests additional information from you, the information must be furnished within 30 days after the date of the request or before April 15, whichever is earlier, or the application is denied. For good cause shown, the chief appraiser may extend the deadline for furnishing the information by written order for a single 15-day period. If the chief appraiser denies the application, you may protest that determination to the county appraisal review board under Tax Code Chapter 41.

**DUTY TO NOTIFY:** Once restricted use appraisal for public access airport property is allowed, an application does not have to be filed annually during the term of the deed restriction unless the ownership of the property changes or eligibility for the appraisal ends. The chief appraiser may require a new application to be filed to confirm that the property is currently eligible for the special appraisal by sending written notice and an application form. If eligibility for the restricted use appraisal ends, the property owner must notify the appraisal office in writing before May 1 after the eligibility ends. If the deed restriction on airport property receiving special appraisal expires, a rollback in taxes will be imposed on the property for each of the five years preceding the year the deed restriction expires. If the deed restriction is violated before the restriction expires, a penalty is imposed for the year the violation occurred.

## Tax Year for Application

Tax Year

Did the applicant own the property that is the subject of this application on Jan. 1 of the tax year? .....  Yes  No

## STEP 1: Property Owner/Applicant

The applicant is the following type of property owner:

 Individual  Partnership  Corporation  Other (specify): \_\_\_\_\_

Name of Property Owner

Physical Address City County State Zip Code

Primary Phone Number (area code and number) Email Address\*

Mailing Address of Property Owner (if different from the physical address provided above):

Mailing Address City County State Zip Code

**STEP 2: Authorized Representative**

If you are an individual property owner filing this application on your own behalf, skip to Step 3; all other applicants are required to complete Step 2.

Please indicate the basis for your authority to represent the property owner in filing this application:

- Officer of the company     General Partner of the company     Attorney for property owner
- Agent for tax matters appointed under Tax Code Section 1.111 with completed and signed Form 50-162
- Other and explain basis: \_\_\_\_\_

Provide the following information for the individual with the legal authority to act for the property owner in this matter:

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Primary Phone Number (area code and number)

\_\_\_\_\_  
Email Address\*

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
County

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

**STEP 3: Property Description**

Provide the descriptive information requested below for the property that is the subject of this application.

\_\_\_\_\_  
Physical Address (i.e. street address, not P.O. Box)

\_\_\_\_\_  
City

\_\_\_\_\_  
County

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Appraisal District Account Number (if known)

\_\_\_\_\_  
Number of Acres (subject to this application)

Legal Description:

**STEP 4: Property Use**

1. Were the land and improvements that are designed to be used for airport purposes and described in this application used in the preceding year exclusively for airport purposes, including the:
  - a) landing, parking, shelter or take off of aircraft; . . . . .  Yes  No
  - b) accommodation of individuals engaged in the operation, maintenance or navigation of aircraft; or . . . . .  Yes  No
  - c) accommodation of aircraft passengers in connection with their use of aircraft or of aircraft property? . . . . .  Yes  No
2. Is the public access airport property regularly and currently used by the public or to regularly provide services to the public in connection with airport purposes? . . . . .  Yes  No
3. Will the land and improvements described in this application be used in the current year exclusively for public access airport property as described in question 1 of this step? . . . . .  Yes  No
4. On Jan. 1 of this year, is the use of the property described in this application restricted or limited by a valid and enforceable written instrument which is recorded in the deed records of the county in which the property is located? . . . . .  Yes  No

STEP 4: Property Use (continued)

5. List the uses of the land described in this application for the previous year, indicating acres for each use.

| Uses | Acres |
|------|-------|
|      |       |
|      |       |
|      |       |
|      |       |
|      |       |
|      |       |
|      |       |

6. List the actual and intended uses of the land described in this application for the current year, indicating acres for each use.

| Uses | Acres |
|------|-------|
|      |       |
|      |       |
|      |       |
|      |       |
|      |       |
|      |       |
|      |       |

7. List the improvements to the land described in this application and their uses. (If more room is required, use additional sheets to complete the list.)

| Uses | Improvements |
|------|--------------|
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |

STEP 5: Additional Documents to be Provided

You are required to include with this application the following documents:

1. A copy of the deed instrument filed with the county clerk which restricts the use of the property to public access airport use for at least 10 years.
2. A copy of a survey of the property subject to the deed restriction.

STEP 6: Certification and Signature

**NOTICE REGARDING PENALTIES FOR MAKING OR FILING AN APPLICATION CONTAINING A FALSE STATEMENT: If you make a false statement on this form, you could be found guilty of a Class A misdemeanor or a state jail felony under Penal Code Section 37.10.**

"I, \_\_\_\_\_, swear or affirm the following:  
Printed Name of Property Owner or Authorized Representative

- 1. that each fact contained in this application is true and correct;
- 2. that the property described in this application meets the qualifications under Texas law for the special appraisal claimed;
- 3. that the property described in this application will be used exclusively for public access airport property in the current year; and
- 4. that I have read and understand the *Notice Regarding Penalties for Making or Filing an Application Containing a False Statement.*"

**sign  
here** ➔

\_\_\_\_\_  
Signature of Property Owner or Authorized Representative

\_\_\_\_\_  
Date

\* An email address of a member of the public could be confidential under Government Code Section 552.137; however, by including the email address on this form, you are affirmatively consenting to its release under the Public Information Act.