

# HNIZ INCENTIVE APPLICATION FORM



Complete and sign this application and return this page with the Required Submittals listed above to [contact-planning@mckinneytexas.org](mailto:contact-planning@mckinneytexas.org) as a pdf.

**By signing this application for a letter of eligibility for the Historic Neighborhood Improvement Zone (HNIZ) Tax Exemption program, the applicant affirms:**

- All submitted information for this application represents an accurate description of the proposed work.
- Filing an application does not guarantee approval of a Letter of Eligibility.
- It is understood that approval of this application by the Historic Preservation Officer in no way constitutes approval of a building permit or other required City permit approvals.
- The applicant certifies that the project described in this application will be constructed in exact accordance with aforesaid plans and specifications.
- The property will be inspected periodically by the director of planning for compliance with the requirements of the HNIZ program.

NAME (Print): Jacob McCarter

ADDRESS (line 1): 611 N Church St

ADDRESS (line 2): \_\_\_\_\_

CITY, ST, ZIP: McKinney TX 75069

Geographic ID Number R- 0934-000-001B-1

Phone: 469 500 6405

E-mail: jake.mccarter@gmail.com

Signature: J. McCarter

Date: 8/18/25

**TAX EXEMPTION LEVEL REQUESTED:** Circle requested level of exemption.

Historic Marker Level

Restoration Level

Preservation Level

**For Office Use Only**

HNIZ Case #:

Date Received:

Preservation

Letter of

Built Circa:

Board Approval

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. SEE LIST OF "REQUIRED SUBMITTALS."**

Letter of Intent for HNIZ Exemption

Jacob McCarley

611 N Church St, McKinney, TX, 75069

469-500-6405

To Whom It May Concern:

The current condition of the property is good. There have been many projects to bring it up to code and highlight the historical aspects of the house.

**Legal Description:** DESCRIPTION STATE OF TEXAS COUNTY OF COLLIN BEING all that tract of land in the City of McKinney, Collin County, Texas, being part of Lot 1 of Rhea Addition as recorded in the Deed Records of Collin County, Texas, and being further described as follows: BEGINNING at a 1/2 inch steel rod found on the East line of N. Benge Street, at the Northwest corner of said Blencke tract, and at the Southwest corner of that tract of land described in deed to Jerry R. Weems as recorded in Volume 961, Page 589 of the Deed Records of Collin County, Texas; THENCE South 88 degrees 30 minutes 16 seconds East, 172.42 feet to a 1/2 inch steel rod found on the West line of N. Church Street, at the Northeast corner of said Blencke tract, and at the Southeast corner of said Weems tract; THENCE South 00 degrees 19 minutes 13 seconds East, 78.75 feet along the West line of said N. Church Street to a 1/2 inch steel rod found at the Southeast corner of said Blencke tract, and at the Northeast corner of that called 0.36 acres of land described in deed to Jay Hall Allen and Glenda Roark Allen as recorded under CC# 20181105001375430 of the Official Public Records of Collin County, Texas; THENCE North 88 degrees 33 minutes 58 seconds West, 175.80 feet to a 1/2 inch steel rod found on the East line of said N. Benge Street, at the Southwest corner of said Blencke tract, and at the Northwest corner of said 0.36 acres; THENCE North 02 degrees 08 minutes 06 seconds East, 78.90 feet along the East line of said N. Benge Street to the POINT OF BEGINNING, containing 0.315 acres of land.

From the previous the work the house had a level 1 exemption for 7 years beginning 2018 and expiring this year. We would like to invest further into the property and apply for a level 2 exemption to begin in 2026. The project we are proposing is to re-enforce the historic windows on the first level of the house with protective low E coverings. Many of the windows are original. The protective windows will protect the original windows and offer the home a higher degree of energy efficiency. The windows chosen are high end discreet

"storm windows" that will allow the original single panes to be fully seen and will blend in to the frame of the house.

As our level 1 expires, we are requesting level 2.

Sincerely,

Jacob McCarley

1-8

Scope of Work:

**Project:** Installation of 12 Storm Windows

**Location:** 611 N Church St, McKinney, TX (Historic Home)

**Date:** August 10, 2025

**Prepared For:** Jacob McCarley

**Prepared By:** PLI Management Services

## 1. Project Overview

The purpose of this project is to supply and install **12 storm windows** over existing **12 single-pane historic windows** at the property located at 611 N Church St, McKinney, TX. The work will be completed in accordance with preservation-sensitive practices to maintain the historic character of the home while improving energy efficiency, comfort, and protection of the original windows.

## 2. Scope of Services

### 2.1 Pre-Installation

- Conduct site visit and field measurements of all 12 existing windows.
- Confirm fitment and ensure storm windows are compatible with historic design requirements (color, profile, muntin pattern if required).
- Review any applicable **Historic Preservation** guidelines from the City of McKinney or local historic district.
- Order custom-sized storm windows to specifications.

### 2.2 Installation

- Carefully prepare window frames, ensuring no damage to historic sashes or trim.
- Install 12 storm windows using manufacturer-approved hardware and methods that minimize intrusion into the historic fabric.
- Ensure each storm window is properly sealed and aligned to prevent air and water infiltration.
- Verify functionality (opening/closing, ventilation where applicable)

## 2.3 Post-Installation

- Inspect all installations for fit, finish, and weatherproofing.
- Remove construction debris and clean work area.
- Provide homeowner with manufacturer warranty and care instructions.

## 3. Materials & Products

- **Storm Windows:** Custom Fabrication
- Finish/color to match or complement existing window trim.
- Glass: Clear, low-E
- Hardware: Durable, rust-resistant.

## 4. Timeline

- Measurement & Ordering: 4 weeks
- Fabrication & Delivery: 12 weeks
- Installation: 2 days

## 5. Pricing

- Materials: \$11,590
- Labor: \$2,318
- Total Project Cost: \$13,908

*Final cost contingent upon field verification and selection of storm window type.*

## 6. Exclusions

- Repair or replacement of existing historic window sashes or frames (unless specifically noted).
- Lead paint remediation (if discovered).
- Any structural carpentry outside scope of storm window installation.

## 7. Acceptance

Client signature below indicates agreement to the scope of work as outlined.

**Client Signature:** 

**Date:** August 13, 2025

# PLI Management Services

## Residential Construction Management-Design Build Contractors

Jake McCarley  
611 N Church Street  
McKinney Texas 75069

## 12 Bronze Low-E Storm Windows Special Size (Custom Fabrication) Materials and Labor

		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		
		1		

<b>Sub Total</b>	<b>\$ 11,590.00</b>
<b>Contractor Fees</b>	<b>\$ 2,318.00</b>
<b>Total</b>	<b>\$ 13,908.00</b>







