



RICHFIELD REDISCOVERED – LOT SALE PROGRAM

The Richfield Rediscovered program is designed to increase the number of "move-up" homes found in the community. More information can be found online at: <http://www.richfieldmn.gov/RichfieldRediscovered> or by calling the City's Housing Specialists at (612) 861-9778.

APPLICATION PROCESS

- Homeowner and Builder meet with Housing & Redevelopment Authority (HRA) staff to review program guidelines and application process.
- Homeowner or Builder ("Applicant") submits application to HRA staff. The application must be hand-delivered to ensure receipt.
 - A preliminary application may be submitted in order to reserve a lot while plans are being developed. The following items must be submitted in order to reserve a lot:
 - Completed Application Form
 - \$550 Application Fee
 - Preliminary house plans including elevations
 - Copy of signed contract or letter of intent between Builder and Homeowner
 - Upon receipt of a complete preliminary application, an initial five working-day review period follows.

Note: If more than one application is submitted for a lot within the five-working-day review period, both applications will be reviewed, and the application that best meets the program guidelines will be selected. The application fee will be returned to the Applicant whose proposal was not selected.
 - Upon acceptance of the preliminary application by HRA Staff, the lot will be reserved for 30 days. All remaining application items must be submitted within this 30-day period. If an applicant is utilizing the services of an architect, additional time to develop plans *may* be granted at staff's discretion.
- Once the complete application is submitted, HRA staff will review the application, address any concerns or other issues with the Applicant, and, assuming the application meets program requirements, prepare a Contract for Private Development between the Applicant and the HRA. *Please allow up to **five working days** for review of additional documents.*
- Accepted applications are then brought to the HRA for final approval prior to execution of the Contract for Private Development.

*Note: The final determination of completeness must be made and a signed Contract for Development returned **at least 3 weeks** in advance of the HRA meeting (the HRA meets on the 3rd Monday of each month).*

LOT CLOSING PROCESS

- If approved, the HRA executes the Contract for Private Development.
- Builder provides title company contact information to HRA staff.
- Builder submits a building permit application along with three sets of full-size, to-scale building plans and certificate of survey and one set of reduced-size plans and survey and notifies HRA staff of submission.
- HRA staff schedules a review meeting.
 - Building permit review meetings are held at 10:30 a.m. on Thursdays. *A permit application must be submitted at least **one week** before the meeting to be placed on the agenda.*
- Builder attends review meeting and receives feedback on application from Inspections, Planning, Utilities, Engineering, and Housing staff. *The end-buyer is also welcome and encouraged to attend this meeting.*
- Builder submits any additional information required for building permit.
- Once building permit is ready to be issued, closing on lot sale occurs.
- Following closing, Applicant takes possession of lot and begins construction.

SPECULATIVE PROJECTS

Builders seeking to construct a house for which no end-buyer has yet been identified may submit a proposal to HRA staff for consideration by the HRA. The proposal shall include the following information:

- Name and experience of builder
- Information on the proposed house: number of bedrooms, baths, garage stalls, square footage, materials, end value
- Proposed lot
- Preliminary building plans including elevations
- Any unique features of the proposed house
- Plan for identifying an end-buyer

Speculative proposals meeting program guidelines will be presented to the HRA at the next available worksession. The HRA meets the third Monday of every month. In order to be placed on the agenda, the proposal must be received by HRA staff a minimum of **three weeks** prior to the meeting. Builders are required to attend the worksession to present their proposal.

Lots will not be reserved for speculative projects until the HRA has reviewed the proposal and given its authorization.

ITEMS REQUIRED FOR A COMPLETE APPLICATION

Complete	Incomplete	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$550 application fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development agreement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans (three copies, to-scale, 11" x 17")
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations (three copies, to-scale, 11" x 17")
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan (three copies, to-scale, 11" x 17")
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping plan (three copies, to-scale, 11" x 17")
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of Green Community Features and name of proposed certification program, if planning to pursue
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction timeline
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed contract between Builder and end-buyer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Builder's financial capability statement (a statement from a financial institution indicating willingness, with standard contingencies, to provide sufficient construction capital to complete the project.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Homeowner's financial capability statement (a statement from a financial institution indicating willingness to provide construction and/or permanent financing.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Builder References: <ul style="list-style-type: none">○ Five satisfied customers, and○ Three major suppliers, one being the construction supplier, and○ Building inspectors from two cities where the Builder has constructed new housing within the past three years; OR○ Previous positive experience working with the Richfield HRA (as determined by HRA Staff).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of Builder's Comprehensive General Liability Insurance with Property Damage Protection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of sufficient worker's compensation insurance coverage by the Builder
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written warranty program (to be shared with the End-Buyer, which guarantees, at a minimum, warranted repairs as required by Minnesota State Statute)



RICHFIELD REDISCOVERED – LOT SALE PROJECT INFORMATION

Address of Property to be Purchased: _____

Name(s) of End Buyer(s): _____

Current Address: -

Phone Number(s): _____

Email Address(es): _____

Name of Builder:

Primary Contact: _____

Address: _____

Phone Number(s): _____

Email Address(es): _____

Name of Lender:

Phone Number: _____

Email Address: _____

Type of House Planned: Two story 1½ story Single story

Number of finished bedrooms: _____

Number of finished bathrooms: _____

Number of garage stalls: _____

Finished Square Footage: _____

Anticipated Value upon Completion: \$ _____

Anticipated Closing Date on Lot Sale: _____

Anticipated Construction Start Date: _____

Anticipated Construction Completion Date: _____