

RICHFIELD REDISCOVERED

2010 APPLICATION COVER SHEET

CITY REVIEW PROCEDURE

1. Applicant reviews proposed project with HRA staff before plans are finalized.
2. Applicant submits completed application to HRA staff for formal review. Applications must be received at least 60 days in advance of the Housing and Redevelopment Authority (HRA) meeting. (The HRA holds monthly meetings on the 3rd Monday of the month.)
3. HRA staff reviews application and prepares a report and recommendation for the HRA.
4. A Contract for Private Redevelopment is reviewed and signed by applicants in advance of the HRA meeting.
5. HRA reviews application and takes action at the HRA meeting.
6. If approved, the Contract for Private Redevelopment is executed by the HRA.

APPLICATION REQUIREMENTS

A completed application packet (includes Project Information Sheet, fee and all required documents) must be received before staff can begin formal review. Approval of project may only be granted by the HRA. To be considered for approval, applications must be received by HRA staff at least 60 days prior to an HRA meeting.

Complete	Incomplete	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Information Sheet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$525 application fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Purchase agreement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blueprints
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List of materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction timeline
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digital Photograph of Property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed contract with Builder
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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"/>	Builder References: <ul style="list-style-type: none"> ○ Five satisfied customers ○ Three major suppliers, one being the construction supplier ○ Building inspectors from two cities where the Builder has constructed new housing within the past three years
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of Builder's Comprehensive General Liability 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 Buyer, which guarantees, at a minimum, warranted repairs as required by Minnesota State Statute)

Please submit application packet to:
 Richfield HRA, 6700 Portland Avenue S., Richfield, MN 55423, Attn: Housing Specialist