ROSEVILLE
COMMUNITY DEVELOPMENT

HOUSING REPLACEMENT APPLICATION

Process

1. **Interested Applicant** *(a builder with an identified buyer **OR** a buyer with an identified builder **OR** a builder without an identified buyer)* **contacts EDA Staff to receive information about the process and criteria.**

2. **The Applicant submits a Preliminary Application, which is reviewed by EDA Staff for suitability then forwarded to the EDA Board. The Preliminary Application includes the following:**
   - Application Form & $500 Fee *(to be returned if application is not approved by EDA Board)*
   - Copy of signed contract or letter of intent between Builder and Identified Buyer or Plan for identifying a buyer
   - Proposed lot
   - Description of Green Community features and certification program (*projects with LEED, MN GreenStar, or MN Green Communities certification may receive a $5000 rebate from the City)*
   - Name and experience of builder
   - Preliminary house plans including elevations, number of bedrooms, baths, garage stalls; square footage; materials; expected market value, and any unique features of the proposed house

3. **Preliminary Application is given to EDA Staff in a prearranged meeting to ensure Application is ready for review.**
   - The Preliminary Application will be reviewed within 5 working days by EDA Staff. Concerns that arise during the review will be discussed with the Applicant. EDA Staff has the sole discretion to reject or accept an application. If more than 1 application is submitted for the same lot during the five-working-day review period, both applications will be reviewed and the application that best meets the program guidelines will be selected. The rejected application and fee will be returned.
   - If the Preliminary Application is accepted, it will be placed on the HRA's agenda to be reviewed for approval. A public hearing will also be scheduled regarding the sale of the property.
   - If the Preliminary Application is rejected, the Applicant receives the application and fee back.

4. **Once the EDA Staff accepts a Preliminary Application, the EDA Board will hold a public hearing at its next regular meeting to consider the sale of the property where the house will be built and enter into a Contract for Private Development.**
   - If the EDA approves the sale of the property, they will then review and take action on the application. The Applicant must be present at the EDA meeting to present the proposal. If approved, the EDA will extend a Contract for Private Development to the Applicant at the same meeting. The contract is a standard form that includes conditions for acquisition and development of the property. The Contract for Private Development will also establish a minimum required end-value for the property based on construction estimates provided by the Applicant. The Applicant is expected to agree to the terms of the Contract for Private Development prior to the closing.
   - If the EDA rejects the Preliminary Application, the Applicant receives the application and fee back.

5. **Upon EDA approval of a Preliminary Application, Applicant will be asked to submit a Final Application.**
   - The lot will be reserved for 30 calendar days; no additional applications will be accepted for the proposed lot while a Final Application is being prepared. The EDA may grant additional development time for Applicants using an architect.

APPLICATION PROCESS *(continued)*

6. **When all Final Application documents have been received, the EDA Staff will do a final review.**
   - The Final Application review will occur within 5 working days and will ensure that the project conforms to all Housing Design and Site Development Requirements.
7. **Upon approval of the Final application by the EDA, a closing will be scheduled.**
   - Prior to closing, the Applicant provides evidence to EDA staff that all requirements to proceed with construction as determined in the Contract for Private Development have been met.
   - The EDA will prepare all required statements, affidavits, documents, and general release forms.
   - The Builder applies for a building permit prior to closing. The Builder is responsible for acquiring the necessary building permits with the City of Roseville Building Inspections Division. If changes to the plans are required by the Building Inspections Division, the Applicant must notify EDA staff.
   - At closing, Builder provides a Letter of Credit or cash escrow for $10,000 to the EDA from a financial institution located in the Twin Cities Metro. The cash escrow will be held in a non-interest bearing account. The Letter of Credit or cash escrow will be released once the construction and landscape work are completed and a final Certificate of Occupancy is issued.
   - The EDA conveys the property to the Builder/Homeowner or Builder/Developer by Quit Claim Deed. The site will be sold at the fair market value as it appears on the Lot List.
8. **Project is completed within one year of the closing.**
   - Certificate of Completion must be presented to EDA to release the Contract for Private Development obligations.

If the Builder fails to complete construction as approved by the EDA, the Letter of Credit or cash escrow may be drawn upon by the EDA. In addition, the Contract for Private Development will contain a revert provision, which will enable the EDA to reclaim ownership of the property in the event of default in the Contract.

ROSEVILLE

ECONOMIC DEVELOPMENT AUTHORITY

2660 Civic Center Drive • Roseville, MN 55113 ❖ Phone: 651-792-7015 ❖ Fax: 651-792-7070 ❖ www.cityofroseville.com

HOUSING REPLACEMENT APPLICATION • FEE: $500

Please make Application Fee payable to City of Roseville. Application Fee will be returned if proposal is rejected.

1. **Applicant is** Builder with a Buyer

2. **Builder Information**

Company Name:

Contact First Name: Contact Last Name:

Address: City/State/Zip:

E-mail: Phone:

Briefly describe the Builder's experience (including the number of houses built in the last 3 years and the cities the houses were built in):

3. **Buyer/Property Owner Information** • ***If a Buyer is identified, the letter of intent between the Builder and Buyer must be attached***

Buyer/Property Owner Name:

E-mail: Phone:

Current Address:

OR

Plan to Identify a Buyer

4. **Proposed Lot PIN/Street Address:** **Proposed Lot Purchase Price:**

5. **Description of Home - House plans with elevations must be attached:**

# of Bedrooms # of Baths # of Garage Stalls

Square Footage Estimated House Value (excluding land)

6. **Description of Green Community features:**

7. **Description of materials to be used AND any unique features of the proposed house:**

8. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Applicant:
(Typed Name)

Applicant:
(Signature - Print Form THEN Sign)

Please contact the EDA to set up a time to submit the application: 651-792-7015 or eda@cityofroseville.com

Application Checklist

- ☐ Check for $500 made payable to City of Roseville ***(Required)***
- ☐ Letter of Intent from Buyer
- ☐ House Plans with Elevations ***(Required)***
- ☐ Additional information about Green Features
- ☐ Additional Information about Unique Features