



Property Restoration Program

Application Packet – Developer

You must successfully qualify for this program before submitting this packet. Once you successfully qualify for the program, please fill out the application documents enclosed in this packet. A \$100.00 non-refundable application fee must be paid at the time of submission (per application/property). All the required documentation from the list below must be submitted.

If you have any questions about the process or forms, please contact the Community Development Coordinator at (314) 521-7721 ex. 2149

Required Forms/Attachments

*All Application Packets must be complete, accurate, and include all required attachments in order to be considered for a redevelopment agreement with the City. **Please submit the following documents:***

- Property Application Packet (for each property)**
 - Attach copies of any funding commitments*
- Project Site Plans (for each property) – see sample on next page**
- Valid form of identification (State ID, Driver’s License, Military ID, Passport)**
- One (1) year of bank statements (checking and/or savings account)**
- Proof of Funds/Loan Commitment, *and* financial viability to complete the proposed project(s)**
- A detailed budget for each redevelopment project**

Submission Details:

Submit you complete Application Packet with required attachments to:

Planning & Development
110 Church St.
Ferguson, MO 63135

Or via email at plandev@fergsoncity.com

The Applicant must attend a Project Review Meeting following submission of the application in order to discuss a redevelopment agreement with City Staff. **You will be contacted to schedule this meeting once your application has been approved by Staff.**



Property Restoration Program

Redevelopment Process – Developer

Process Before Redevelopment Begins

Construction CANNOT begin before Applicant receives the quitclaim deed and the following steps are completed:

- City Council approves Redevelopment Agreement
- Developer will provide the City with site plans **and** a construction schedule
- Developer and City sign Redevelopment Agreement
- Developer will sign two quitclaim deeds with the City
 - (1) The first to transfer real estate interest from the City to the Developer
 - (2) The second to transfer interest from the Developer to the City (only recorded in the event of breach of the Redevelopment Agreement)
- Developer will obtain all necessary permits prior to beginning work

During Redevelopment

- Developer will clear the title of all prior liens and judgements (start at beginning of development)
- Developer must have liability insurance for the entirety of the redevelopment
- Developer will contact code enforcement for necessary inspections
- Developer is required to use licensed service providers to install electrical, HVAC systems and plumbing, if work on those systems are needed
- Developer (and contractors hired by applicant) is required to attend biweekly Project Review Meetings with City Staff as determined necessary/requested*

Project Completion

- Developer must obtain Title Insurance at the time of closing. Title Insurance ensures there are no prior liens or judgements against the property.
- Application for occupancy must be received as validation that the project is complete



Ferguson Property Restoration Program

Property Application Packet – Developer

SECTION 1: BASIC INFORMATION			
1. Name of Applicant:			
2. Address of Proposed Acquisition:			
3. Present Zoning of Property:		3a. Variance Needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Legal description of the property: <i>(attach additional pages as necessary)</i>			
5. Have you made an offer on this property before?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
5a. If so, why didn't you close?			
SECTION 2: PROJECT INFORMATION			
1. Intended use for the property (Check all that apply):	<input type="checkbox"/> Residential	<i>if both New Construction and Rehab, describe:</i> <input type="checkbox"/> Rehab: _____ percent <input type="checkbox"/> New Construction: _____ percent	
	<input type="checkbox"/> Commercial		
<input type="checkbox"/> Mixed Use			
Proposed Commercial Use:			
2. Describe demolition work to be done in detail:			
3. Phases & Estimated Timeframes: <i>(describe phases)</i>	Exterior Work: _____ Months		
	Interior Work: _____ Months		
	Other: _____ Months		
4. In redevelopment area? (describe)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. In Historic District? (describe)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
SECTION 3: LIST ALL CONSULTANTS INVOLVED IN THE PROJECT			
1. Architect Name:		1a. Architect Phone:	
1b. Address:		1c. Email Address:	
2. Engineer Name:		1a. Engineer Phone:	
2b. Address:		2c. Email Address:	
3. Gen. Contractor:		3a. Gen. Con. Phone:	
3b. Address:		3c. Email Address:	
4. Plumber Name:		4a. Plumber Phone:	
4b. Address:		4c. Email Address:	
5. Electrician Name:		5a. Electrician Phone:	

5b. Address:		5c. Email Address:	
6. Other Subs:		6a. Phone:	
6b. Address:		6c. Email Address:	

SECTION 4: FINANCIAL SOURCES

1. Describe in detail the sources of funding/financing that you intend to use for this project. List and attach copies of any funding commitments you have received:	
2. Will the financing include Federal or State Tax Credits? If so, describe the tax credits involved and when you will make application. Describe any special requirements attached to the tax credits you are seeking (job creation, income restrictions, etc.):	
3. Please describe any other government incentives you will be seeking for the project:	

SECTION 6: ADDITIONAL ITEMS FOR CONSIDERATION

1. Please check the boxes that apply to you or your company

- Ferguson Based Company*; Is the company or owner of company based in Ferguson?¹
- Minority Based Employer/Woman Based Employer*; See details below²
- Veteran Based Employer*; Is the company at least 51% owned and controlled by Veterans and/or Service-disabled Veterans?
- Owner Occupied*; Developer will contractually agree to sell the property after development to an owner-occupant, and *not* maintain the property as a rental unit.

¹ "Ferguson Based" definition – the sole owner of the company (developer) or 50% of employees within the company and/or operate said company within the city limits of The City of Ferguson, Missouri

² Minority Group defined – MBE stands for Minority Business Enterprise. An MBE is defined as a business concern that is at least 51% owned by one or more individuals who are African American, Hispanic American, Native American, Asian-Pacific American or Asian-Indian American; and whose management and daily business operations are controlled by one or more of these owners. WBE stands for Women Business Enterprise. A WBE is defined as a business concern that is at least 51% owned by one or more women and whose management and daily business operations are controlled by one or more of these owners.

I CERTIFY THAT THE INFORMATION PROVIDED HEREIN IS TRUE, AND THAT IN THE EVENT OF MISREPRESENTATION, ANY FUTURE AGREEMENT(S) BETWEEN THE CITY OF FERGUSON AND MYSELF OR MY BUSINESS IS (ARE) VOIDED.

Signature of Applicant:		Date:	
Print Name:		Cellular Phone:	

OFFICE USE

Building Inspector Review	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Denial
Approval Signature:		Date:
Print Name:	Bailey Mitchell	Title:
Approval Signature:		Date:
Print Name:	Elliot Liebson	Title:
Approval Signature:		Date:
Print Name:	Eric Osterberg	Title:
		City Manager