



# Property Restoration Program

Application Packet – Owner Occupant

This application is for individuals who will *own and occupy* the property. If you are an Individual looking to purchase a property through this program for any use other than occupying it yourself, please use the Developer checklist & application. A \$50.00 non-refundable application fee must be paid at the time of submission and 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.*

- Property Application Form**
  - Attach copies of any funding commitments*
  - Attach most recent W2 or 1040*
  - Attach One (1) year of bank statements (checking and/or savings account)*
- Project Site Plans** – see sample on next page
- Valid form of identification (State ID, Driver's License, Military ID, Passport)**
- Proof of Funds/Loan Commitment, and financial viability to complete the proposed project**
- A detailed budget for each redevelopment project**

## **Submission Details:**

Submit your complete Application Packet with required attachments to:

**Planning & Development**

**110 Church St.**

**Ferguson, MO 63135**

Or via email to [plandev@fergusoncity.com](mailto:plandev@fergusoncity.com)

## **Process After Submitting Application Packet**

*Once applicant submits this packet the following steps will take place:*

1. Planning & Development Staff will review packet (within 2 weeks)
2. Applicant is notified in writing if application is approved or denied
3. Applicant will attend Meeting with City Staff

*You will be contacted to schedule this meeting once your application has been approved by Staff*



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## Redevelopment Process – Owner Occupant

### **Process Before Redevelopment Begins**

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

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

### **During Redevelopment**

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

### **Project Completion**

- Applicant 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





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| 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:<br><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<br>(Check all that apply):                            |  | <input type="checkbox"/> Residential <span style="margin-left: 100px;"><i>if both New Construction and Rehab, describe:</i></span><br><input type="checkbox"/> Commercial <span style="margin-left: 100px;"><input type="checkbox"/> Rehab: _____ percent</span><br><input type="checkbox"/> Mixed Use <span style="margin-left: 100px;"><input type="checkbox"/> New Construction: _____ percent</span> |  |
|  |  | Proposed Commercial Use: _____   |  |
| 2. Describe demolition work to be done in detail:                                      |  |  |  |
| 3. Phases & Estimated Timeframes:<br><i>(describe phases)</i>                          |  | <b>Exterior Work:</b><br><br>_____ Months  |  |
|  |  | <b>Interior Work:</b><br><br>_____ Months  |  |
|  |  | <b>Other:</b><br><br>_____ 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 5: CREDIT STATEMENT**

|   |  |                                 |  |
|---|--|---------------------------------|--|
| 1. Purchaser(s) Name:   |  |                                 |  |
| 2. Spouse's Name:   |  |                                 |  |
| 3. Present Address:   |  |                                 |  |
| 4. Telephone Number:  |  | 5. Email Address:               |  |
| 6. Number of years at current property:   |  | 7. Do you own current property? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Landlord Name:   |  | 9. Landlord's Phone:            |  |
| 10. Your Employer:  |  | 11. Phone:                      |  |
| 12. Address:  |  |                                 |  |
| 13. Position:   |  | 14. Number of Years:            |  |
| 15. Gross Annual Income: <i>Attach W2 or 1040</i>   |  |                                 |  |
| 16. Spouse's Employer:  |  | 17. Phone:                      |  |
| 18. Address:  |  |                                 |  |
| 19. Position:   |  | 20. Num. of Years:              |  |
| 21. Gross Annual Income: <i>Attach W2 or 1040</i>   |  |                                 |  |
| <b>22. List All Real Estate Owned:</b>  |  |                                 |  |
| 22a. Address:   |  |                                 |  |
| 22b. Address:   |  |                                 |  |
| 22c. Address:   |  |                                 |  |
| <b>23. Attach bank statements to show you have the means to purchase and restore the property through this program.</b>   |  |                                 |  |
| <b>24. Please answer all questions yes or no – if you answer yes, provide explanation on an attached separate page along with any supporting documentation.</b> |  |                                 |  |

|   |                              |                             |
|---|------------------------------|-----------------------------|
| 24a. Do you or your spouse have any outstanding judgments against you (or your spouse)?               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 24b. Have you had property foreclosed on or given title or deed in lieu thereof, in the last 7 years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 24c. Are you a legal U. S. Citizen or permanent resident alien?                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 24d. Are you party to any lawsuits?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 24e. Do you have any past due obligations owed to or insured by any agency of the federal government? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 24f. Do you owe any delinquent taxes or bills to the City of Ferguson?                                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

***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:                                      | Community Development Coordinator         |
| Approval Signature:       |                 | Date:                                       |   |
| Print Name:               | Elliot Liebson  | Title:                                      | Planning & Development Director           |
| Approval Signature:       |                 | Date:                                       |   |
| Print Name:               | Eric Osterberg  | Title:                                      | City Manager                              |