

**REDEVELOPMENT AUTHORITY OF THE COUNTY OF LANCASTER  
and the CITY OF LANCASTER**

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**INSTRUCTIONS**

In order for the Redevelopment Authority of the County of Lancaster and the Department of Community Planning and Economic Development housing for the City of Lancaster (the City and County) to consider a -family project for funding, the developer must complete the attached application form and include all the required support documentation listed below. Incomplete applications will not be reviewed by the City and County.

**REQUIRED DOCUMENTATION**

The following documentation must be submitted with your loan application:

**1. Development Synopsis**

The synopsis is a one page description of the development, including, but not limited to, a summary of the need for the development; its impact on the community; targeted population; square footage of the development; number and type of buildings; number and bedroom size of units in each building; amenities and unique features of the development; and a description of nearby amenities and services.

**2. Evidence of Site Control**

An Agreement of Sale, Deed, Option or other formal interest in land, including a legal description must be provided. If an Agreement of Sale, Option, etc. is provided as evidence of site control, evidence of ownership (in the form of a deed or other formal instrument) must also be provided to verify that the party conveying the land has the authority to do so. Evidence of organizational documents to support the ownership entity for site control must also be submitted.

**3. Scope of Work**

A description of the nature and scope of the proposed construction or renovation, including a preliminary construction cost estimate, must be submitted with this application.

**4. Schematic Plans**

- Site Plan, including location of utilities
- Ground/Entrance Floor Plan(s)
- Typical Floor Plans

**5. Location Map, Photographs**

The Location Map must identify the site and show the surrounding neighborhood. Indicate the location of existing employment centers, community facilities, educational facilities, recreation facilities, public transportation routes, etc.

Submit photographs of the subject site from a minimum of four perspectives (north, south, east and west). If there are existing buildings on the site, include photographs of the primary facades

of these buildings. All photographs must be labeled.

#### 6. Zoning/Municipal Regulations

Submit a letter from the appropriate local zoning official indicating the present zoning of the site and its applicable uses, even if the current zoning is not the proper zoning classification. If a zoning variance or exception is required, the zoning officer must delineate the procedure and time schedule for obtaining the variance or exception. Identify and submit any additional municipal regulations affecting the use and development of the site.

#### 7. Housing Experience of Development Team

Previous experience in housing development must be identified. List the previous housing development experience of the principals of the organization that comprise the Development Team. For each project include the name, number of units, type of financing and whether subsidized or unsubsidized. (If the Development Team has no previous experience, please indicate.) The involvement of minorities and/or females on the Development Team is strongly encouraged.

For projects of 12 or more units, a Management Agent Questionnaire is also required. If the general contractor has been selected, projects of 11 units or less must submit a contractor's resume; projects of 12 or more units must provide a Contractor's Qualification Statement, AIA Document A-305.

#### 8. Utilities

Submit letters from the sewer and water authorities and electric and gas companies indicating that the proposed project can be accommodated within the current capacity of systems, availability of service and location of existing sewer, water, electric and gas lines. Utility letters must include the current rate structure.

#### 9. Support Services

Project developers are encouraged to provide supportive services for their tenants. Provide a narrative defining the services to be provided to tenants. In addition to highlighting services, identify how, where and by whom these services will be delivered and funded.

#### 10. Organizational Documents

Submit copies of the following documents, if available:

##### Partnership Organizational Documents

- Limited Partnership Agreement
- Certificate of Limited Partnership (recorded with the Secretary of State)

OR

##### Corporate Organizational Documents

- Bylaws

- Articles of Incorporation
- 501(c)(3) determination, if applicable

#### 11. Tenant Relocation Notices

If your project is currently occupied, you must provide each current occupant (individual or business) of the proposed project with an advisory notice prior to submission of your application to the City and County. You must contact the City and County for assistance with the notices. One notice must be provided to tenants who will not be displaced. The other advisory notice is to be provided to tenants who will be displaced. The notices should be revised and adapted to conform to your particular project. The notices are to be adapted and used for residential tenants, businesses, nonprofit organizations and farms that occupy the property you plan to develop.

Retain copies of all notices in your files with documentation confirming the manner in which the notices were delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. With your application, you must submit a copy of any letters sent and documentation confirming the manner in which the notices were delivered and the date of delivery to the tenant(s). If funding is approved for your project, additional notices may be necessary to comply with applicable displacement and relocation requirements. You will be informed of additional notification responsibilities as the processing of your application progresses.

#### 12. Other Funding Sources

Provide documentation evidencing interest or commitment from other funding sources (including terms and conditions). A letter of interest from potential equity investors for the purchase of Federal Low Income Housing Tax Credits must also be submitted, if applicable.