



Please fill out the application in its entirety and make sure all relevant attachments requested are included upon submittal. Completed submittals can be emailed to [mkordus@stevenspoint.com](mailto:mkordus@stevenspoint.com) or mail hard copies to: **Community Development Department, 1515 Strongs Avenue, Stevens Point, WI 54481.**

Questions regarding the application process can be made via email to [mkordus@stevenspoint.com](mailto:mkordus@stevenspoint.com) or by calling 715-346-1554 anytime M-F, 7:30-4:00PM.

Date of Application: \_\_\_\_\_ Date of Pre-Application Meeting: \_\_\_\_\_

**Name of Applicant**

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**DOB Contact Phone Email**

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**Name of Co-Applicant/Spouse**

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**DOB Contact Phone Email**

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**Property Address** **Assessed Value of Primary Dwelling, Structure Only (must be under \$75,000)**

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**Do you currently own the property?** Yes  If yes, how long have you owned the property? \_\_\_\_\_  
 No  If no, attach a valid and signed Offer to Purchase.

*Note: If owned by an LLC, the articles of incorporation, including a list of all members and operating agreement shall also be provided and attached hereto.*

**Current mortgage/lien holder(s)** *Attach additional sheets if necessary.* **Amount Owned**


**Has the property been subject of a major loss insurance (>10,000) claim? If so, expand and attach additional sheets if necessary.**

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Are you current on property taxes, assessments, and water utility payments? Yes  No   
*Attach signed release.*

<b>Please attach a completed building permit for the proposed dwelling, a site plan showing setbacks, and complete building plans. Lastly, answer the following:</b>	
Lowest cost estimate for demolition. <i>Attach a minimum of 2 estimates:</i>	
Square footage of dwelling to be constructed:	
Estimated cost of dwelling to be constructed:	
Estimated end-value of dwelling to be constructed:	
Timeline for construction completion of dwelling:	

**Financing will be provided through whom?**

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**Contact Name**

**Phone**

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**Address**

**Email**

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*Please attach commitment.*

Are there any other issues or circumstances you feel are relevant to this application? *You may attach additional sheets if necessary.*

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\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Co-Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**

For City Use Only

Tracking Number \_\_\_\_\_

- | Yes                      | No                       | Checklist  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the applicant the owner, if not is the offer to purchase valid and in full force?       |
| <input type="checkbox"/> | <input type="checkbox"/> | If owned by an LLC does the applicant have the right to act on behalf of the LLC?          |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the current property value been verified?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are water bills, taxes and any other outstanding assessments against the property current? |
| <input type="checkbox"/> | <input type="checkbox"/> | Should property be inspected prior to issuance of grant?                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the project have a completed building and demo permit application?                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the project require a licensed contractor?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are valid cost estimates provided?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have the funding source(s) been verified?  |

General comments or conditions related to the application review and/or approval

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_