



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

*Questions regarding the application process can be sent to [cklesmith@stevenspoint.com](mailto:cklesmith@stevenspoint.com) or by calling 715-341-4171, M-F from 7:30-4:00PM.*

#### Program Overview

This program is designed to provide property owners or prospective property owners of residential properties in a state of disrepair with a mechanism to demolish the primary structure and rebuild a single-family dwelling on the same property. A pre-application meeting to discuss logistics, qualifications, and specifics about the project is required with City staff prior to a formal application being submitted.

#### Eligible Program Participants

Eligible applicants must be an individual owner of the property or future owner of the property.

#### Eligible Properties

- The intended use of the property must be residential in nature.
- Property must have a CDU rating of Poor, Very Poor, or Unusable (confirmed by City staff).
- Principal structure must have an assessed value of \$75,000 or less.
- Property owner must provide proof of property ownership. If property is owned as an LLC, the articles of incorporation and operating agreement of the LLC shall be provided. A valid offer to purchase may also be used in lieu of proof of ownership.
- Property owner must be current on municipal taxes and other charges, and utility payments.
- Properties that are subject to an insurance claim are ineligible (e.g. fire damaged).

#### Eligible Improvements

- Any items, materials, or services directly related to and necessary for deconstructing the structure and the restoration of the property. Such items may include environmental testing, other professional services, and related material disposal fees.

#### Terms

Below are the general terms that will apply for each grant:

- Up to a \$15,000 grant, not to exceed the actual cost of demolition.
- Construction of an accessory structure or an addition to an existing dwelling after demolition does not qualify for a grant under the terms of this program.
- All funds will be disbursed upon final inspection and occupancy of a newly constructed single-family dwelling on the property. Occupancy of the single-family dwelling must be granted within one year of project approval.
- A demolition permit shall be required.
- A building permit for the construction of a new single-family dwelling on the property must be approved prior to project award.
- The minimum value for the construction of the new single-family dwelling must be \$150,000. The applicant shall submit a valid contractor bid for the project that justifies the \$150,000 value.
- The document cost prep and review for closing the grant and document recording fees, if any, shall all be paid by the grant recipient/applicant.

### Additional Requirements

- A pre-application meeting to discuss logistics, qualifications and specifics about the project is required with City staff prior to a formal application being submitted. The scope of work and cost estimates must be reviewed and approved by the City of Stevens Point - Community Development staff.
- Applicants must be current on municipal taxes and other charges, and utility payments.
- Applicants must provide proof of financing for the construction of the new single-family dwelling.
- Funds cannot be applied to project components that have already been started or completed. Pre-approval is required.
- A City inspection of property prior to demolition may be required before issuance of the grant.
- All change orders must be approved by the City.
- All work requiring a contractor must be performed by licensed and insured contractors, with the applicant having acquired a minimum of two cost estimates from two different contractors.
- If applicable, permits must be obtained prior to starting any work.
- Owners or owners' direct relatives cannot be compensated for their labor or time on the project.

### Project Selection

- Applications will be accepted, reviewed, and available on a first-come, first-served basis, based on available funding for that year.
- Projects will be ranked by:
  - The impact of the project on the neighborhood.
  - Increase in taxable value of the property.
  - Evidence of owner's ability to finance and complete the project.
  - Ability of the owner to complete the project within one year of financing approval.
- Final project approval will be determined by Community Development Department.

### Application Procedure

Interested property owners shall contact the City of Stevens Point - Community Development Department to set up a pre-application meeting. City staff will work with each potential applicant to arrange an initial inspection of the property to review the scope of work, preliminary cost estimate, and determine if the property meets the program requirements. Once, the pre-application has been approved, the following will need to be submitted:

- Program application
- Two cost estimates from licensed contractors or approved suppliers
- Outstanding mortgages and/or liens on the property
- Proof of no outstanding municipal taxes or charges, or utility payments

**The Redevelopment Authority may grant exceptions to any of the requirements for this program.**

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.*

Property CDU Rating (provided by City staff): \_\_\_\_\_

<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**