

PROSPECTIVE HOMEOWNER RFP SUBMITTAL REQUIREMENTS CHECKLIST

Complete each step for Proposal then return to OCURA by mail, email, or in person.

A. LOT IDENTIFICATION - Tell us what lot you want. Use the map in the document.

- LOT #

- Tell us the type of home you are planning to build on the lot. For example, single-family or duplex.

- Tell us an estimate of how many square feet you are expecting the home to have.
_____sq/ft

B. HOME PLAN CONFORMANCE WITH RESIDENTIAL DESIGN AND SITE PLANNING STANDARDS - Read OCURA's design and planning standards.

- Identify the architectural category intended for the proposed lot based on the Residential Design Standards.

C. REDEVELOPER FINANCIAL, DESIGN AND CONSTRUCTION ABILITY TO BUILD THE HOME - Please provide the following:

- A pre-approval letter from a financial institution committing to finance construction of the home. (Evidence of Financing will be confirmed prior to the sale of any lot.)

- Name of architect or design professional who will be assisting with design of the home.

- Name of Contractor/Builder who will be constructing the home.

- Provide the anticipated value of the home to be constructed.

\$ _____

D. TIMEFRAME TO COMPLETE - Provide the timeframe to start and expected time to finish construction of the home.

- Start Date: _____

- End Date: _____

If necessary, OCURA will negotiate timeframes of the project. (It is not the intent of OCURA to sell lots for land banking by a Redeveloper.)

E. EXHIBIT A FORMS - Complete & Sign Forms 1-4 in Exhibit A of the RFP.

- Form 1: Certification of Reading & Understanding
- Form 2: Redevelopment Proposal
- Form 3: Acknowledgment of Design Standards
- Form 4: Submittal Requirements

F. APPLICATION FEE

- Proposals must include a non-refundable application fee of \$150 per lot in the form of bank certified check. Unsuccessful proposals will not have this fee returned.

G. READ THE ENTIRE RFP PACKET

- Read packet to ensure understanding of all obligations and requirements.