



PROGRAM GUIDELINES

New Homes In Our Neighborhoods Program

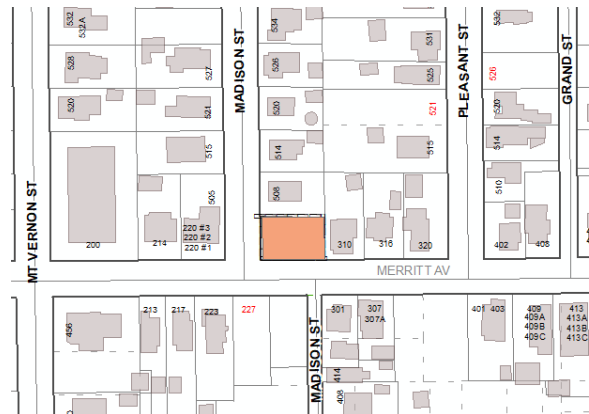
This program offers an exciting opportunity for new construction on existing neighborhood infill sites owned by the Redevelopment Authority (RDA) of the City of Oshkosh. The program provides funding to off-set costs to construct a single-family home.

Eligibility:

- Individuals or builder/developers must have an approved “Offer to Purchase” and RDA owned property. This includes submitting a site plan (drawn to scale) and providing adequate proof of funding to construct the home.
 - An applicant may apply for a 60-day planning option to complete due diligence in obtaining construction plans, gathering financing and completing other necessary research. Upon entering an agreement with the city, this option is considered fulfilled.
- Once the plan is approved, the city and applicant will enter into a XX agreement and the parcel will be transferred to the applicant at the agreed upon price.
- Applicants may only apply for grant assistance on one lot at a time. Upon completion of an approved build, the applicant may apply for another grant as long as funds are available.

Requirements:

- The applicant is required to purchase RDA-owned property on which to build. An Offer to Purchase form for RDA parcels is available online at www.DevelopOshkosh.com.
- The Offer to Purchase must be approved by the RDA board at its regular meeting.
- Design and character must fit that of the neighborhood as approved by City of Oshkosh Department of Community Development staff.
- Applicant is responsible for all construction costs including costs of all surveys and permits.
- Projects must be inspected by city building inspectors during construction and be code-compliant upon project completion to obtain a certificate of occupancy.
- Payment of the grant will not be made by the city until the applicant has completed the development and met the requirements of all city codes, including a certificate of occupancy, landscaping and driveway requirements. For example, a home construction project finished in winter and granted a certificate of occupancy without



completed landscaping will not receive grant funds until the landscaping is completed the following spring or summer.

- Construction started prior to approvals and transfer of land may disqualify applicant from the program. Applicants are advised to not start work until project is approved.
- The city reserves the right to deny any applicant a grant based on the applicant's inability to provide adequate information needed to determine eligibility, as determined by the Department of Community Development staff of the City of Oshkosh.

Grant opportunity:

- Only parcels currently owned by the RDA are eligible for a grant of up to \$25,000 towards construction of a new owner occupied home under this program.
- Income restrictions on person(s) occupying the home may apply depending on the City funding source.
- Grant funds will be paid to applicant upon project completion, receipt of Certificate of Occupancy from the City of Oshkosh and compliance with terms of the agreement.
- Applicants may only apply for grant assistance on one lot at a time. Upon completion of an approved build, the applicant may apply for another grant as long as funding and lots are available.

To apply, submit the following forms and information:

- Fill out and sign the application form
- Preliminary site plan (drawn to scale)
- Proof of funding availability to construct the home

Mail the above information to or drop off at:

Oshkosh City Hall
Community Development
Department ATTN: Jeffrey Witte, Principal Planner
215 Church Avenue,
Room 201 P.O. Box 1130
Oshkosh, WI 54901

Questions? Please contact:

Jeffrey Witte, Principal Planner
City of Oshkosh
Phone: 920.236.5062
Email: jwitte@ci.oshkosh.wi.us



APPLICATION FORM

New Homes in Our Neighborhoods Program

Applicant _____

Current Address _____

Telephone Number (Home) _____ (Work) _____

Email _____

Selected Contractor (if known): _____

Source of funding (provide proof w/application) _____

Estimated amount of investment \$ _____

Address/location of chosen RDA parcel _____

Briefly describe the project Provide preliminary plans. _____

Will you be able to start construction in the next 6 months? Circle One
Yes / No

Will you be occupying the home?
(If No, Please answer next question) Yes / No

Will this home be sold for owner occupancy? Yes / No

I certify that I have received a copy of the "New Homes in Our Neighborhoods Program Guidelines" and understand and accept the "Guidelines" as the basis for acceptance into the Program.

Signature _____ Date _____

Signature _____ Date _____

Refer to Program Guidelines for required submittal information and submit to:

Community Development Department
ATTN: Jeffrey Witte, Principal Planner
215 Church Ave., Room 204 Oshkosh,
Wisconsin 54901

Questions? Please contact
Jeffrey Witte, Principal Planner
Phone: 920.236.5062
Email: jwitte@ci.oshkosh.wi.us