



# City of Highland Park Offer to Purchase Developer Intake Form

*(If you need additional space, please attach response on a separate sheet of paper, include section)*

Developer/Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

## PROJECT PROFILE

Project Name: \_\_\_\_\_ Location: \_\_\_\_\_

Current zoning site: \_\_\_\_\_ Will the site need rezoning: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what is the proposed zoning: \_\_\_\_\_

Project Sponsor(s)/Partner(s): \_\_\_\_\_

Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Type of Project:  Residential  Commercial  Industrial

Project Description: Example – Developer seeks to construct 35 single family detached House.

### Projected Market:

Commercial: Office space, retail, industrial Residential: Subsidized Tax credit, Affordable, Market rate. \_\_\_\_\_

Number of Units: \_\_\_\_\_ Type of Units (For Sale, Rental, and Mix Use) \_\_\_\_\_

Projected Total \_\_\_\_\_

Development Costs: \_\_\_\_\_

Project Financing Preliminary Commitment(s): \_\_\_\_\_

Proposed Project Start Date \_\_\_\_\_

Phases (How many project phases will be required, please outline): \_\_\_\_\_

**Project Completion:** When will the project be completed?

\_\_\_\_\_

**Environmental Concerns:** Are there any known environmental concerns? Has there been a phase 1 or phase 2 investigations? If so, list below. Investigations:

\_\_\_\_\_

**Support from the City:** What action are you currently, or anticipating, requesting from the City of Highland Park? Please be specific.

\_\_\_\_\_

*Please include at least two (2) sets of preliminary site plans; including Performa and renderings/sketches/concept, elevations, and floor plans; as applicable.*

## **DEVELOPER PROFILE**

\_\_\_\_\_

Please include on a separate sheet or submit a Company/Organization/Developer Resume/Portfolio answering the following questions.

1. Applicant Profile
  - a. Background
  - b. Experience

2. Do you have experience successfully completing similar projects? If yes, please provide a brief description and supporting documentation.

## **DEVELOPER AFFILIATIONS**

\_\_\_\_\_

Have you previously submitted any proposals or correspondence to any city officials regarding this project? \_\_\_\_ Yes \_\_\_\_ No

To whom: \_\_\_\_\_

When: \_\_\_\_\_

Does any officer, official or employee of the City of Highland Park have any personal interest in the Developer or the proposed project? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain:

\_\_\_\_\_

Has the Developer or any corporation, organization or party affiliated with the Developer been adjudged bankrupt within the past 5 (five) years? \_\_\_\_ Yes \_\_\_\_ No

If yes, please list relevant details:

\_\_\_\_\_

**I certify that neither I nor any of my affiliates possess any indebtedness to the City of Highland Park.**

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*