



MEMORANDUM

To: Potential Contractor/Developer

From: Jim Taubert, Executive Director

Re: **Application for Agency Assistance for Commercial Development Contractor/Developer Application Packet**

All applicants must complete the attached preliminary application and submit the completed application to:

**Madera Redevelopment Agency
5 East Yosemite Avenue
Madera California 93638-3601**

All preliminary applications must be accompanied by:

1. A cover letter stating briefly the nature of the project being proposed and the funding being requested.
2. A preliminary application (typed or neatly printed).
3. All required attachments and exhibits.

The Agency staff will review submitted applications to determine whether the application is complete. Upon the completion of the staff analysis, the application will be presented to the Redevelopment Agency Board for a funding determination.

JET:sb



PROJECT DESCRIPTION

I. DEVELOPERS:

A. Name _____ Phone Number _____
Address _____

Name _____ Phone Number _____
Address _____

B. Summary of Developers Qualifications _____

C. Briefly state the history of your organization as it relates to the project being proposed.

D. Using the format shown below, provide a description of projects similar to the proposed development that the applicant has owned, developed, and/or constructed. (Attach additional pages as necessary.)

1. Applicant's role _____
2. Development name _____
3. Development address _____
4. Major construction lender _____
Contact _____ Phone (_____)
5. Major permanent lender _____
Contact _____ Phone (_____)
6. Local government person _____
Phone (_____)
7. Construction completion date _____ / _____ / _____

II. PROPERTY DESCRIPTION

A. Owner Name _____ Phone Number _____
Address _____

Owner Name _____ Phone Number _____
Address _____

B. Assessors Parcel Number _____

C. Zoning _____

D. General Plan Designation _____

E. Redevelopment Project Area: Yes _____ No _____

F. Current Assessed Value _____

G. Attachments (Please provide one (1) copy of the following documents)

1. Preliminary Title Report
2. Assessors Parcel Map
3. Vicinity Map showing project location
4. Site Plan
5. Completed Environmental Questionnaire (See attached Environmental Questionnaire)

III. PROJECT DESCRIPTION

A. Project Type (check one)

1. Residential, for sale _____
2. Residential, for rent _____
3. Industrial _____
4. Commercial/Retail _____
5. Office _____
6. Mixed Use (list uses) _____

B. Narrative Description of the Project (Attach additional pages if necessary)

D. Project Status (i.e. conceptual, preliminary, planning, building permit, etc.)

[If applicable provide activity flow chart with specific timelines for completion.]

1. Land Acquisition Status _____
2. Status of Project Financing _____
 - a) Construction _____

 - b) Permanent _____

[Provide financial letters of intent if commitments have been finalized.]

E. Economic Impact of Project

1. Estimated jobs created during construction _____
2. Estimated permanent jobs created (if applicable) _____
3. Estimated jobs retained (if applicable) _____
4. Estimate of property tax to be generated upon completion _____
5. Estimate of sales tax generated (if applicable) _____
6. Estimate of tax increment to be generated upon completion _____

F. Estimate of Project Costs

- | | |
|------------------------------------|-------|
| 1. Land Acquisition | _____ |
| 2. Site Preparation and Demolition | _____ |
| 3. Off-site improvements | _____ |
| 4. On-site improvements | _____ |
| 5. Structures | _____ |
| 6. Fees, permits, ect. | _____ |
| 7. Construction Loan interest | _____ |
| 8. Other (please list) | _____ |
| | _____ |
| | _____ |
| | _____ |

TOTAL ESTIMATED COSTS _____

**MADERA REDEVELOPMENT AGENCY
CONTRACTOR MINIMUM REQUIREMENTS**

The minimum building standards that are acceptable are outlined in the following publications: Uniform Building Code, Uniform Mechanical Code, Uniform Plumbers Code, and National Electrical Code. These codes will be in effect unless the City of Madera has set requirements that are higher than the minimum, in which case, the City of Madera's higher standards would take precedence.

I. DEVELOPMENT TEAM

A. Identify the key members of the project development team. Attach a resume or qualification statement for each. List on separate paper as necessary any information or description required.

1. Developer _____
2. Contractor _____
3. Project Manager _____
4. Architect _____
5. Marketing Agent _____

B. Present evidence that the applicant has the financial capability to carry out the proposed commitment. The preferred evidence is a Letter of Credit or Performance Bond in the amount of \$150,000.00. This requirement may be waived by the Director of the Redevelopment Agency.

C. Attach the name and phone number of the subcontractors that will be used in this project.

The contractor must provide verification of the following to participate in the Redevelopment Agency's Housing Program, and **must maintain in full force and effect at all times until the Certificate of Completion is recorded.**

1. State of California General Contractor's License
2. City of Madera Business License
3. Builders Risk Insurance (an all risks course of construction insurance policy with RDA as Mortgagee)
4. General Contractor's General Liability Insurance (with RDA listed as "Additional Insured" in an amount not less than \$1,000,000.00)
5. Worker's Compensation Insurance (in statutory amount)