



**DOH**

Department  
of Housing

# **FORMAL APPLICATION TO DEVELOP HOUSING UNDER THE CITY LOTS FOR WORKING FAMILIES PROGRAM**

Each applicant shall submit their City Lots for Working Families (CL4WF) application via email to their assigned DOH staff person.

Submissions must be complete in all respects. The CL4WF program has a nonrefundable \$1,000 application fee. The assigned staff person will provide separate instructions on how to pay the fee via ACH.

# CL4WF Application

## APPLICATION CHECKLIST

Please check each item as it is completed to ensure that all the necessary documents are included. Incomplete applications will be deemed ineligible for funding consideration.

**Applicants do not have to use the forms provided but must ensure that all information requested is provided and clearly indicated on their submissions.**

More complete descriptions of components can be found on the following pages.

		For DOH use only
	Non-refundable application fee, payable to the City of Chicago (\$1,000)	
	<b>Application Phase 1 completed in all aspects</b>	
	<b>Project Summary</b>	
	<b>Community Input</b>	
	<b>Letter of Alderman Support</b>	
	<b>Development Team Details</b>	
	<b>Financial Statements</b>	
	<b>Market Analysis</b>	
	<b>Development Budget</b>	
	<b>Budget Details</b>	
	<b>Cost Certification</b>	
	<b>Development Financing</b>	
	<b>Sample Warranty of Habitability</b>	
	<b>Economic Disclosure Statement and Ownership Disclosure Affidavit</b>	
	<b>Marketing Plan</b>	
	<b>Architectural Design Review Submission</b>	

## ARCHITECTURAL DESIGN REVIEW CHECKLIST

		Included	For DOH use only
1.	<b>Master plan:</b> should locate the project site(s), depict the adjacencies to existing properties and, in the case of larger developments, illustrate proximity of proposed multiple sites.		
2.	<b>Site plan:</b> conceptual site plan should identify setbacks, easements, number of parking spaces provided/required, location of refuse pick-up areas, utilities, and pedestrian environment issues.		
3.	<b>Landscape plan:</b> should illustrate type of plan materials, location of shrubs and trees, ground treatment, security fencing and other site features.		
4.	<b>Floor plans:</b> should clearly depict room designations, dimensions, and typical furniture layout.		
5.	<b>Building section:</b> should identify building materials, structural framing, depth of footings/foundations, ceiling heights of interior spaces and general floor and roof framing.		
6.	<b>Front, side, and rear elevations:</b> should illustrate selection and location of materials, doors, fenestration and roof configuration. Drawings should also indicate vertical heights and depth of foundations. Alternate elevations are required, showing optional facade treatments such as bay windows and front porches or other elements demonstrating variety.		
7.	<b>Project narrative:</b> should briefly summarize (one page, double-spaced) the development objectives, site, building construction systems (identify wall, floor, and roof construction) and building design concepts. It can also include discussion on broader urban design context and the opportunities and constraints of the site itself.		

# A. Project Summary

Name of project: \_\_\_\_\_

Community areas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wards: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Legal development entity(s):**

Name

Address/Phone/Email

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Development entity principal(s):**

Name

Address/Phone/Email

_____	_____
_____	_____
_____	_____

**Project manager:**

Name \_\_\_\_\_

Company name \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

# of row/townhouses	_____
# of bedrooms	_____
square footage	_____
unit price	\$ _____

# of 2-unit buildings	_____
# of bedrooms - unit 1	_____
square footage - unit 1	_____
# of bedrooms - unit 2	_____
square footage - unit 2	_____
unit price	\$ _____

# of detached single-family	_____
# of bedrooms	_____
square footage	_____
unit price	\$ _____

Total number of homes to be built	_____
Per unit cost	\$ _____

## B. Community Input and Letter of Alderman Support

The information requested in this section is mandatory; **any application submitted without it will be returned as incomplete.**

1. Provide a detailed description of meetings to-date, or future meetings scheduled with each of the following:

- (a) the local alderman;
- (b) business and community organizations;
- (3) any local institutions; and
- (4) others who may be affected by or interested in the proposed housing development.

**Required information:** dates of meetings; topics discussed; issues resolved; and issues still needing resolution. Letters of support from local organizations or individuals are strongly encouraged.

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2. Provide a letter of Alderman Support from the Alderman whose Ward(s) the application falls in. **A letter is required before an application is considered complete.**

# C. Development Team Details

**Development entity:**

Company name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Type of development entity (mark all appropriate):**

Partnership  For-profit corporation  
 Not-for-profit corporation  Joint venture  
 Sole proprietor  Cooperative  
Other (specify): \_\_\_\_\_

**Submit documentation of formation of development entity (if applicable):**

Joint venture agreement  Trust agreement  
 By-laws  State of Illinois Certificate of Good Standing  
 Articles of incorporation

**Principals of development entity:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Role \_\_\_\_\_  
Partnership status \_\_\_\_\_ Interest percentage \_\_\_\_\_ %

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Role \_\_\_\_\_  
Partnership status \_\_\_\_\_ Interest percentage \_\_\_\_\_ %

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Role \_\_\_\_\_

Partnership status \_\_\_\_\_ Interest percentage \_\_\_\_\_ %

**Current Board of Directors of development entity/owners:**

Please provide on a separate sheet a list of all contact information (address, phone and fax).

**Other development team members:**

Please provide on a separate sheet the following information for each of the identified development team members listed below and any other members deemed appropriate but not listed:

- Contact information: Name, phone, email address
- Resume or brief narrative summarizing work history
- Thorough description of each member’s experience, background and accomplishments pertinent to the proposed project. Please highlight any project in which DOH participated.
- Indicate if team member is a City of Chicago certified minority- or woman-owned business, as defined by Chapter 2-92 of the City of Chicago Municipal Code.

1. Architect
2. Inspecting architect
3. Engineer
4. General contractor
5. Construction manager
6. Construction lender
7. Attorney
8. Sales/marketing agent
9. Homeownership Counseling Agency
10. Other

**D. Financial Statements**

Please submit audited financial statements for the last two years. If financial statements are not audited, provide a form of unaudited statements or balance sheets. If the entity is owned by individuals, please submit a personal financial statement and tax returns from the last two years, omitting or blocking out social security numbers or taxpayer identification numbers.

# E. Market Analysis

While this does not have to be a privately commissioned report, data should be submitted with analysis and conclusions. The market analysis should explain why you are proposing a development on these lots/sites:

- Summarize area demographic data and provide a brief history of its market activity: What are the income levels of residents in the targeted areas and of the proposed purchasers? What are current area rents and home value levels?
- What is the projected absorption rate for the homes you are proposing to build?
- What are the proposed sales prices, by type of home and number of bedrooms?
- Please provide any information on interested buyers.
- Will you build in phases? How many units under construction in each phase?
- Is there any other evidence pertinent to promoting homeownership opportunities in the area? Please explain.

# F. Development Budget

Please provide a summary budget for each building type.

If using this form, page \_\_\_\_\_

Developer name \_\_\_\_\_

Project name \_\_\_\_\_

Building address \_\_\_\_\_

Building PIN # \_\_\_\_\_

Total number of units \_\_\_\_\_

**1<sup>st</sup> Unit Type**

**2<sup>nd</sup> Unit Type**

Number of bedrooms \_\_\_\_\_ Number of bedrooms \_\_\_\_\_

Number of bathrooms \_\_\_\_\_ Number of bathrooms \_\_\_\_\_

Summary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total development cost	Sales price	As-is appraised value
\$ _____	\$ _____	\$ _____



# G. Budget Details \ Unit Type

Provide the following budget details, using a separate page for each building type. This is a sample. **You don't have to use this sheet, but every line item must be provided on whatever sheet you provide.** The workups and specifications for each building should accompany each budget page when available.

Construction Costs Summary per Unit		
Budget date		
Habitable area		SF
Basement (1/2) Crawl (1/4)		SF
Adjusted area		SF
Excavation		\$
Concrete	Foundation	\$
	Slab	\$
Masonry		\$
Carpentry	Rough	\$
	Trim	\$
Millwork/ Door/ Hardware		\$
Windows		\$
Insulation		\$
Siding		\$
Roofing		\$
Gutters		\$
Drywall		\$
Cabinets (kitchen/vanity)		\$
Tops (kitchen/vanity)		\$
Ceramic tile		\$
Resilient tile		\$
Carpet		\$
Painting (ext. & int.)		\$
Misc./Accessories		\$
Appliances		\$
Stairs/Rails/Ornamental metal		\$
Utilities: sewer/water		\$
Plumbing		\$
H.V.A.C.		\$
Electrical w/ fixtures		\$
Site preparation		\$
Landscape		\$
Walks/Pad		\$
Fence		\$
<b>Subtotal</b>		\$
General Conditions		\$
Contractor O.H./Fees		\$
Permits		\$
Water permits		
<b>Construction cost total</b>		\$
<b>Construction cost/sq. ft.</b>		\$

Soft Costs Summary per Unit		
Architect	Design	\$
	Inspection	\$
Engineer/Soil boring		\$
Phase 1 (required)		\$
Phase 2		\$
Environmental Remediation		\$
Survey		\$
Legal fees		\$
Title/Closing		\$
Construction loan fees		\$
Financing cost		\$
Property tax (constr.)		\$
Insurance (constr.)		\$
Security (constr.)		\$
Marketing expense		\$
Sale agent fees		\$
Appraisal		\$
Accountant		\$
Warranty		\$
Bond		\$
Other costs		\$
<b>Subtotal</b>		\$
Acquisition		\$
Contingency		\$
<b>Soft costs total</b>		\$
<b>Soft costs/sq. ft.</b>		\$

Development Costs Summary per Unit	
Total hard costs	\$
Total soft costs	\$
Total development cost	\$
Total development cost/sq. ft.	\$
Sales price (w/o options)	\$

## H. Cost Certification

Please complete the following form for each building.

I hereby certify that the above figures represent reasonable and accurate development cost estimates based on the schematic drawings and outline specifications submitted as part of this application, as of \_\_\_\_\_, 202\_\_ .

Name	_____
Title	_____
Company	_____
Relation to project sponsor	_____
Date	_____

## I. Development Financing

Please provide the types and sources of financing and terms. **You must also submit letter(s) of interest or commitment from lender(s).**

Sources	Lenders	Amount	Rate	Terms
Construction Loans		\$	%	
		\$	%	
Pre-development Loans		\$	%	
		\$	%	
Other Resources		\$	%	
		\$	%	

## J. Sample Warranty of Habitability

Provide a sample from the general contractor of the Warranty of Habitability that will be given to the home purchaser.

## K. Economic Disclosure Statement and Ownership Disclosure Affidavit

Submit a completed original and two copies of the Economic Disclosure Statement (EDS) for the development entity and each member or owner entity. This document and ancillary material can be found here:

[http://www.cityofchicago.org/city/en/depts/dps/provdrs/comp/svcs/economic\\_disclosurestatementseds.html](http://www.cityofchicago.org/city/en/depts/dps/provdrs/comp/svcs/economic_disclosurestatementseds.html)

## L. Marketing Plan

The Marketing Plan submission should indicate the strategy to be used to market the units to low- and moderate-income purchasers. Strategies should include the use of local community organizations and additional outreach efforts.

The plan should also detail:

- steps to affirmatively market the properties to eligible homebuyers
- whether the properties will be pre-sold, sold on specification, or through a lottery
- timeline of marketing activities
- detailed marketing budget
- marketing activities used to notify potential homebuyers with disabilities (please note that DOH will notify the Mayor's Office for People with Disabilities of upcoming developments, to be included in their publication, *Access Notes*)
- compliance with all federal, state, and local laws, rules, and regulations pertaining to the marketing of housing

All marketing materials must be reviewed by the DOH liaison prior to publication and distribution. Selected developers shall not discriminate based upon race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military status or source of income in the marketing and sale of any Home constructed by Developer pursuant to the terms of the CL4WF RDA.

## M. Architectural Review

All applications require an architectural package outlined in the ***Architectural Review Checklist*** found on page **APC-2**. The package must demonstrate that the proposed development meets the CL4WF design guidelines. Ignoring these General Design Guidelines will likely delay approval of your development plans or may result in rejection of your application.

The most up to date CL4WF Design Guidelines are available [here](#).