



LARGE-SCALE DEVELOPER PACKET

Contains the following:

- Large-Scale Developer Criteria
- Landbank Policy for Applicants
- Large-Scale Developer Multi-Step Process
- Large-Scale Developer Checklist (Part I)
- Large Developer Criteria Questionnaire
- Large-Scale Developer Checklist (Part II)
- Project Outline and Scoring Criteria Worksheet
- Samples of Documentation Required for Large-Scale Development Projects
 - Applicant's Completed Development/Rehab Projects
 - Budget and Timeline
 - * Please follow its format as closely as possible.
 - Proof of Funds
 - Construction Plans
 - Site Plans



LARGE-SCALE DEVELOPER CRITERIA

Process	<p>Multi-Step Requirements:</p> <ol style="list-style-type: none"> 1. Submission of Large Developer Criteria Questionnaire 2. Landbank Board Approval 3. Parcel Selection
Quantity	5 or more parcels
Compliance	<ul style="list-style-type: none"> • Entity must be registered in the state of Kentucky for a minimum of 2 years, with a majority of its members residing in Kentucky or the Louisville Metro area. • Be Metro Compliant (and other related agencies)
Experience	<ul style="list-style-type: none"> • Minimum of 5 years' experience in real estate development, residential construction, or rehab projects. • Evidence of completing 5 successful rehabilitation and/or land development projects.
Capacity	<ul style="list-style-type: none"> • Ability to manage timelines, contractors, and budgets effectively. • Possess construction capacity to build or rehab multiple units within a 12-month timeframe. • Access to financing or partnerships with investors.
Community	Willingness to engage with community stakeholders.
Additional Information	<ul style="list-style-type: none"> • Annual open call period - July 1st - September 30th • Large Developer status is granted for 3 years with annual compliance reviews.
Application Process	Multi-Step Process - Review, complete, and submit the Large Developer Packet to: vapstat@louisvilleky.gov .



Landbank Disposition Program Policies – Updated June 2025

Section 1: Requirements/Information for All Landbank Disposition Policies

The Landbank disposes of properties using multiple disposition programs designed to meet a variety of goals. Applications can be rejected if the proposal fails to align with the overall community value and/or best use of the property which is one of the Landbank’s goals when creating these programs. The Landbank seeks to ensure that the property, upon sale, is utilized in a way that maximizes its potential and benefits the surrounding area.

The following section includes requirements and information covering all Landbank disposition programs. Program-specific information follows in Section 2.

A. Applicant Requirements:

The Landbank is charged with returning formerly abandoned properties to responsible ownership for the benefit of the community. To ensure responsible ownership in the most effective manner, all Landbank applicants will adhere to the following criteria.

1. All property owned by applicant and any related entities must be in compliance at the time of application with all Louisville Metro Government laws and regulations, including (but not limited to): **a)** payment of property taxes; **b)** property maintenance; **c)** rental registry; **d)** zoning regulations; **e)** good standing with Secretary of State and Revenue Commission (as required); and **f)** all real estate owned individually or as a member of a company must be disclosed. Staff will conduct additional research to verify applicant’s eligibility status.
2. Property owners at the time of Landbank acquisition or parties to any Louisville Metro Government-initiated foreclosure are not eligible to purchase Landbank properties.
3. Applicants are strongly encouraged to participate in all available educational sessions and view any materials relating to the Landbank.
4. Applicants with a resolution on the Landbank’s meeting agenda are strongly encouraged to attend the board meeting virtually or in person to answer questions from the board members or anyone present at the meeting. In an applicant’s absence, the resolution approving the property sale may be tabled until a time when the applicant can attend the meeting.
5. Previous Landbank buyers may submit an application for a new property if their prior projects are complete, or if one of them is near completion (i.e., only minor touches are to be done before a final inspection is conducted to issue a Certificate



of Occupancy). Projects may also consist of 2 or more parcels approved for purchase in the same application. This requirement applies to all entities in which the applicant is associated.

6. Applicants out of compliance with any prior Landbank purchase for any reason will be disqualified from applying for any other Landbank parcel for up to five (5) years from the date the breach of contract is identified. Non-compliance includes project delays past the original timeline, change of end use, premature sales of properties, or other compliance issues impacting program goals.

B. Small-Scale and Large-Scale Developer Criteria:

If an established Small-Scale Developer wishes to acquire multiple parcels (2 to 4) from the Landbank, the developer must meet the following criteria to qualify:

1. If a business entity, must be registered in the state of Kentucky and a majority of its members must reside in Kentucky or Louisville Metro area.
2. Must be compliant with all Metro-affiliated agencies.
3. Must have a minimum of two (2) years of experience in real estate development, residential construction, or rehabilitation projects.
4. Must show a construction capacity to build or rehab 2-4 units within a 12-month timeframe.
5. Must show an ability to manage timelines, contractors, and budgets effectively.
6. Must show access to financing or partnerships with investors to complete proposed projects.
7. Must have a willingness to engage with community stakeholders.
8. To be approved as a Small-Scale Developer, each developer must attach their qualifications for the above-listed criteria to their submitted Development Programs Application for any Landbank property available to purchase through its Build Back Our Blocks, Homeowners First, Save Our Structures, or Demo For Deed disposition programs.

If an established Large-Scale Developer wishes to acquire multiple parcels (5 or more) from the Landbank, the developer must meet the following criteria to qualify:

1. Must be a for-profit or non-profit organization registered and in good standing with the Kentucky Secretary of State for a minimum of two (2) years with a majority of its members residing in Kentucky.
2. Must be compliant with all Metro-affiliated agencies.
3. Must have a minimum of five (5) years of experience in real estate development, residential construction, or rehabilitation projects.



4. Must show evidence of completing five (5) successful rehabilitation and/or land development projects.
5. Must show an ability to manage timelines, contractors, and budgets effectively.
6. Must show a construction capacity to build or rehab 2-4 units within a 12-month timeframe.
7. Must have access to financing or partnerships with investors.
8. Must have a willingness to engage with community stakeholders.

C. Multi-Step Process to Become a Large-Scale Developer:

The below processes will be implemented and followed by Landbank Staff to allow developers to be selected and formally approved as Large-Scale Developers of any Landbank property available to purchase through its Build Back Our Blocks, Homeowners First, Save Our Structures, or Demo For Deed disposition programs:

1. An annual Open Call, consisting of ninety (90) days, (**July 1st - September 30th**) will be set where all developers interested in partnering with the Landbank as large-scale developers can apply. A large-scale developer is expected to complete projects on five (5) or more properties simultaneously within a 12-month period.
2. Each developer will submit sufficient application materials (*relevant experience, financial capacity, building capacity, references, etc.*) that will allow Landbank Staff to judge which developer would qualify as a large-scale developer.
3. Each developer's application should contain the total number of Landbank parcels to be completed during the 12-month period. Specific project plans, budget, timeline, and proof of funds for each project to be developed must be included.
4. Landbank Staff reviews submissions, checks compliance, requests additional information if necessary, and schedules a discussion with developer to review application, next steps, and any concerns. The number of parcels approved for development will depend on the outcome of Staff's review.
5. Landbank Staff will present a resolution to the Landbank's Board of Directors with recommendations as to which developer will be approved as a large-scale developer during their next scheduled meeting. All developers up for approval must be present at the meeting to describe their company and known project plans to the Board.
6. All approved large-scale developers must submit progress reports semi-annually to the Landbank Staff detailing the developer's progress as to each of the parcels acquired.



7. Each approved large-scale developer will undergo an annual renewal process where Landbank Staff will review the developer's past and current projects to determine their eligibility as a Landbank small-scale or large-scale developer.
8. The status of a large-scale developer will be renewable for up to three (3) years without returning to the Landbank Board.
9. The number of parcels a developer will receive over their second and third year of eligibility will be based on the developer's completed projects and submitted progress reports.
10. A large-scale developer may reserve parcels per their proven capacity to build during their second and third year of eligibility per the Landbank's Reservation Policy. The reserved parcels will be transferred to the developer once Landbank Staff has confirmed all previous projects are completed.
11. Updates will be given to the Landbank Board.

D. Property Sales:

The Landbank regularly acquires vacant and abandoned lots and structures through property donation and foreclosure. While in the Landbank's possession, properties are regularly maintained by Louisville Metro Government. The Landbank makes many properties available for expedient return to productive use and is also able to hold properties temporarily in order to fulfill long-term land use goals.

1. All parcels available to purchase have been acquired through an acquisition program approved by the Landbank board.
2. Each property is inspected after acquisition to determine its current condition as well as the appropriate sales program.
3. At its discretion, the Landbank can reserve the right to exclude any of its parcels from the outlined disposition programs.
4. Applications and parcel selection will remain open for 7 days after the first submission to allow for competing proposals.
5. Competing applications will be scored under the Scoring Criteria guidelines.
6. Applications proposing home ownership on a vacant lot will be given preference.
7. Applications submitted for a Development Program will be given preference over applications submitted for a Neighborhood Program.
8. Applications submitted for a Development Program with a project plan proposing affordable housing will be given preference over applications with a project plan proposing market-rate housing.



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9. Any parcel selected for a Louisville Metro Government-funded project may have a minimum asking price of \$1.00.
 10. All real estate dispositions must be approved by the Landbank board.
 11. Exceptions to previously approved disposition policies may be made by the Landbank board. Exception requests will be reviewed against racial equity goals, community benefits, and regulatory requirements.

E. Reservation Policy

The Reservation Policy of the Louisville Landbank is being established to facilitate the strategic development of properties. This policy is to ensure that any parcel identified as essential for the completion of a development project can be reserved, allowing developers to address key hurdles such as acquiring adjacent parcels or securing necessary funding.

1. A parcel may be reserved for a maximum of 1 year.
2. A non-refundable reservation fee of \$200.00 will be assessed on all parcels.
3. The Requestor must submit a clear development plan involving the parcel and be actively working to resolve any barriers affecting the project's completion (e.g., securing funding, site control, and acquisition of adjacent parcels).
4. The Requestor must have no outstanding compliance issues with Louisville Landbank, Louisville Metro Government, or other related agencies.
5. Reserved parcels will be removed from public solicitation and will not be available for sale during the reservation period.
6. Louisville Landbank reserves the right to terminate the reservation and return the parcel to public availability once the 1-year reservation period has expired.
7. Any request to expand the reservation period will be reviewed on a case-by-case basis and may require an additional reservation fee.

Note: Non-Profit Housing Developers and Community Land Trusts may ask to waive the reservation fee.

F. Compliance Requirements for Applicants:

The Landbank staff understands that development of formerly abandoned properties is complex and are committed to working with Landbank buyers through those challenges. Communication between buyers and staff is imperative for successful projects.



To ensure the best possibility of success for each project, the following responsibilities are expected from each Landbank buyer.

1. To communicate regularly with Landbank staff via phone, email, or in person about project updates, revisions, cancelations, and unexpected delays.
2. To attend a real estate closing to finalize property transfer and provide funds for deed recording costs.
3. To follow all Louisville Metro Government, state, federal, and other appropriate laws and regulations related to building, construction, rehab, and property ownership. This includes, but is not limited to, applying for, and receiving all required permits, maintaining properties, and payment of property taxes.
4. To regularly communicate with the appropriate Code Enforcement Officer on project updates and change of ownership to eliminate unnecessary fines and notices.
5. To adhere to project and program requirements as regular monitoring will be conducted by OHCD staff to ensure project progress. This monitoring will be in addition to any regulatory inspections. *Note: If an approved Applicant fails to fulfill the intended end use stated within the parcel's submitted Development Programs' application, that Applicant will be disqualified from applying for any other Landbank parcel for up to five (5) years from the date the breach of contract is identified.*
6. To gather and supply demographic information to Landbank staff on all contractors, subcontractors, other professionals working on project, and end users. This information will be used to revise and craft future Landbank programs.
7. To submit before and after project photos, proposed and actual costs, and any other information that could showcase the Landbank's efforts and/or provide information to prospective Landbank buyers. Your participation in a Landbank program is your legal consent to release the aforementioned information to the public and is not limited to a monthly newsletter, annual reports, and regular community updates through social media and other platforms.



LARGE-SCALE DEVELOPER MULTI-STEP PROCESS

Step 1: Complete the Large Developer Criteria Questionnaire

Download and complete the Large Developer Criteria Questionnaire. Include the following required attachments:

- Project summaries for five (5) completed rehab or new construction projects
- Community engagement plan (if available)
- Financial statements

✦ All documents must be submitted as a complete application package.

Step 2: Submit via Email

Email the completed application and financial documents to: vapstat@louisvilleky.gov

Step 3: Confirmation of Receipt

You will receive an email confirming that your application was successfully received.

Step 4: Staff Review and Vetting

OHCD staff will review the application, including:

- Financial capacity
- Development experience
- Scale and timeline of the proposed development

Step 5: Staff Recommendation and Capacity Assignment

If conditionally approved, the applicant will receive a staff-level decision outlining:

- The maximum number of parcels approved per year (e.g., up to 20 annually)
- The maximum number of parcels that can be developed concurrently (e.g., no more than 10 allocated at one time)

✦ Large Developers may request fewer parcels (minimum allotment of 5). This is a staff recommendation, pending formal board approval.

Step 6: Landbank Board Meeting

The applicant must attend a Landbank Board meeting (virtually or in person) to present their proposal.

- The Board will vote on formal approval of the applicant's Large Developer status
- If approved, a resolution is passed granting a 3-year term as a Large Developer

⚠ Failure to complete the approved parcel allotment within a 12-month period may result in a reduced allocation.

Step 7: Parcel Selection and Plan Submission

Once board-approved, the Large Developer may begin selecting parcels from the Landbank inventory. For each parcel, the developer must submit the following via the Louisville Landbank Property Portal:

- Site and/or building plans
- Budget and development timeline
- Completed Project Outline and Scoring Criteria for Competing Applications



Step 8: Allowance for Competitive Applications

Each selected parcel will be posted for a 7-day public notice period to allow for competing proposals.

Step 9: Application Review and Parcel Assignment

On Day 8, OHCD staff will begin reviewing all proposals and scoring them based on Landbank criteria.

- A decision will be issued within 30 days
- If approved, the parcel will move to conveyance

Step 10: Conveyance Coordination (First Allotment Only)

OHCD staff will contact the developer by phone or email to gather and relay all necessary information for deed preparation for the first group of parcels (initial allotment)

Step 11: Closing Coordination

Once deeds are prepared, OHCD will contact the developer to schedule closing for the first approved set of parcels.

Step 12: Closing and Document Execution

At the time of closing, the developer must sign the following:

- Conveyance Deed with deed restrictions
- Landbank Program Agreement
- Limited Power of Attorney based on deed restrictions and project plan
- Best Practices/Guidelines Packet (provided by OHCD)

Step 13: Project Execution and Code Compliance

The developer must begin project implementation, including adhering to all applicable requirements under:

- Louisville Metro Code of Ordinances
- Kentucky Building Code
- Land Development Code

Step 14: Midpoint Progress – Next Allotment Trigger

Once the developer has reached 70% completion (as verified by OHCD) of the current allotment:

- The developer may request release of the next group of parcels
- Because properties were already competitively scored and pre-approved, steps will resume at Step 10 (Conveyance Coordination) and proceed through Step 12 (Closing and Document Execution)

Step 15: Annual Developer Review (End of Year Check-In)

Each Large Developer will undergo an annual performance review at the end of each 12-month period, beginning from their initial closing date. The review includes:

- Compliance with Landbank policies
- Completion status of all previously conveyed properties
- Adherence to plans submitted at time of parcel selection

Review Outcomes:

- ✓ If passed, developer may return to Step 7 to begin next year's parcel selection.



⚠ If issues are identified, the following may occur:

- Suspension from the Large-Scale Developer Program
- Termination of Large-Scale Developer Status
- Reduction in annual or concurrent parcel allotments for the next 12-month cycle

Properties will be monitored for compliance and marketing strategy until completion of project.



LARGE-SCALE DEVELOPER CHECKLIST

Part I: Application Submission

- Large Developer Criteria Questionnaire
- Proof of Funding for Selected Parcels

Proof of Five (5) Completed Developments/Rehabs

- Development/Rehab 1
- Development/Rehab 2
- Development/Rehab 3
- Development/Rehab 4
- Development/Rehab 5

Save all attachments as 1 PDF document.

Email and attach all documents to vapstat@louisvilleky.gov with a subject line of:
“Large-Scale Developer Packet”



Large Developer Criteria Questionnaire

Section 1. Large Developer Information

Name:
Mailing Address:
City, State, Zip:
Phone Number:
Email Address:
Are you a certified Minority Owned Business?

1. Is the business majority-owned by residents of Kentucky or the Louisville Metro area? Yes; No
2. What is your business type:
 - Sole-Proprietor
 - Corporation
 - Limited Liability Company
 - Non-Profit Corporation
 - Partnership
 - Limited Liability Partnership
3. What year was your business established? _____

Section 2. Experience and Past Performance

1. How many years of experience do you have in real estate development, residential construction, or rehab? (Minimum required: 5 years) _____
2. Provide the number of developments completed:
 - New Construction _____
 - Residential Addition _____
 - Full Rehab _____
 - Cosmetic Rehab _____
3. What did your new construction projects consist of:
 - Single-Family
 - Duplexes
 - Multi-Unit
 - Cottages
 - Townhomes
 - Modular or Manufactured Homes



4. Describe your experience with large-scale multi-site development within a specific timeframe. Please include the following information in your answer:
- a. The number of rehabs and/or new construction builds completed within a 12-month timeframe.
 - b. What type of development did you complete (i.e., new construction, full rehab, cosmetic rehab)?
 - c. Were the developments on a single site location, in close proximity, or scattered sites?
 - d. Did you stay on budget for the entire project?

5. Have you previously purchased property from the Landbank YES; NO
- a. If YES, are all the projects involving the Landbank properties complete? YES; NO
 - b. If NO, how many are still in development/rehab stage? _____
 - c. If you are approved to acquire additional parcels, how will you ensure your current Landbank projects are completed on time and within budget?

6. Reflecting on our previous experience managing multi parcel development projects, please describe key lessons learned and how those insights have influenced your current development practices.



Section 3. Community Engagement and Planned Partnerships

1. Do you plan to partner with any certified minority owned businesses or contractors? YES; NO
2. Do you have prior experience working with community groups, neighborhood associations, or similar stakeholders? YES; NO
 - a. If YES, briefly describe below.

3. Do you plan to partner with any non-profit entities to complete the build or to find perspective occupants (renters or buyers)? YES; NO
 - a. If YES, which entities/individuals?

4. How do you plan to engage with community stakeholders in the neighborhoods where the properties are located?

5. Have you partnered with any neighborhood organizations to sponsor or support their events? If so, please list the entities or the name of the event and year of partnership.



Section 4. Capacity and Project Planning

1. Based on past experience, what is the average number of parcels you have developed and/or rehabbed simultaneously? _____
2. Based on past experience, what is the average number of months needed to complete your simultaneous projects? _____
3. How many full-time employees will be working on these projects? _____
4. How many contractors do you plan to hire to work on these projects? _____
5. Give a general idea of timeframes for development stages based on past projects:
Site Preparation _____ Foundation and Exterior _____ Interior and Finishing _____
6. What is the total number of Landbank parcels (full rehab of structures and new construction on vacant lots) you can realistically complete within **12 months**? Completion is based on Certificate of Occupancy or Letter of Acceptance _____
 - a. Regarding your previous response, determine the quantity for the following:
New Construction _____ Full Rehab _____
7. Based on your responses to this section’s Question 6, what is the total number of properties you can take on **at one time**? _____
 - a. Regarding your previous response, determine the quantity for the following:
New Construction _____ Full Rehab _____
8. Total number of Landbank parcels you plan to acquire for rehab and construction projects that will be completed within the first 12 months of the program: _____
9. Describe your construction/project management team structure? Include key roles or subcontractors.

10. How do you plan to manage outstanding projects along with managing the 5+ proposed in this Landbank project within 12 months?



Section 5. Compliance

1. Are you compliant with all the following State and Metro agencies and their policies? YES; NO
 - Kentucky Secretary of State
 - Metropolitan Business Development Corporation (METCO)
 - Louisville Metro Revenue Commission
 - Louisville and Jefferson County Landbank Authority, Inc.
 - Human Relations Commission
 - Urban Renewal and Community Development Agency of Louisville
 - Department of Codes and Regulations
 -
 - Jefferson County Clerk (Property Taxes)
 -
 - Louisville Affordable Housing Trust Fund

2. Are you familiar with the permit process managed by the Office of Construction Review under the Department of Codes and Regulations and the applicable Louisville Metro building code requirements? YES; NO
3. Are you familiar with the zoning process administered by the Office of Planning, including zoning allowance, lot consolidation, and submittal process for zoning changes within Louisville Metro Government? YES; NO
4. How do you plan to maintain the property during development?

Section 6. Intended Use After Project Completion

1. Do you have a pipeline of perspective buyers? YES; NO
2. Overall, which do you plan to do more of? SELL; RENT
 - a. Determine approximate percentages: Rent ____%; Sell ____%
3. Overall, do you plan to sell or rent at market rate or affordable housing rates and at what percentage rates?
 - Sell at Market Rate ____%
 - Rent at Market Rate ____%
 - Sell at Affordable Housing Rate ____%
 - Rent at Affordable Housing Rate ____%
4. If renting or selling at affordable rates, what is your intended AMI? 30%; 50% 80%
5. Please provide anticipated rental price points by unit type (e.g., 1 bedroom, 2 bedroom, etc.).
6. Please provide anticipated sale price points by unit type (e.g., 2 bedroom/1 bath, 2 bedroom/2 bath, etc.).



Section 7. Financial Capacity

1. Do you have committed financing sources for this program? YES; NO
2. Please provide financial documentation per your scale of development proposed.

Section 8. Required Attachments Checklist to be emailed to vapstat@louisvilleky.gov

- Project Summaries for 5 completed developments/rehabs (to include the following)
 - o Location/Address
 - o Type of development (new construction, residential addition, full rehab, cosmetic rehab)
 - o Pictures of Project
 - o Timeframe of project
 - o List any complications and how it was navigated
 - o Scope of work

- Proof of Financing or Investor Commitment per development scale

Applicant's Signature

I certify that the information provided is accurate and complete to the best of my knowledge.

Name (Print): _____ Date: _____

Signature: _____



LARGE-SCALE DEVELOPER CHECKLIST

To be completed after the Landbank Board has approved applicant as a
"Large-Scale Developer"

Part II: Parcel Selection

Proposals for each parcel selected to be developed, via the Louisville Landbank Property Portal, must contain the following required attachments based on the Development Program you wish to participate in (e.g., *Build Back Our Blocks*, *Homeowners First*, *Save Our Structures*, or *Demo For Deed*). Parcel selection will be restricted to your annually, approved quantity.

- Project Outline and Scoring Criteria for Competing Applications
 - Complete and save document as a single PDF file.
- Project Proposals for all selected parcels per the Development Program you are participating in.
 - Combine each Project Proposal into one PDF and save it.
- Construction Plans for all selected parcels per the Development Program you are participating in. (Both Site and Building Plans, if applicable)
 - Combine each Construction Plan into one PDF and save it.
- Project Budget and Timeline for all selected parcels per the Development Program you are participating in.
 - Combine each Budget and Timeline into one PDF and save it.

Log in to:

<https://public-lky.epropertyplus.com/landmgmtpub/app/base/landing> to select each parcel via the **Application for Development Programs (Large Developer)** and upload all the combined attachments per the Development Program(s) you wish to participate in.

PROJECT OUTLINE AND SCORING CRITERIA FOR COMPETING APPLICATIONS

Description	Points	Example	Property Address 1	Property Address 2	Property Address 3	Property Address 4
		123 W Muhummad Ali				
You will be the Owner-Occupant.	60					
You are partnering with a Metro-affiliated agency /organization that directly provides housing or housing support services to vulnerable populations (Transition Housing not allowed).	10					
You are applying as a Single-Parcel Purchaser or a Small-Scale Developer.	5	X				
You have a Buyer under contract.	30					
Proof of Project Funds exceeds your budget by 20% or more for unknown issues.	15	X				
Subject property address is within a 1 mile radius to your residence or Principle Business Address or other LB parcels you have selected to develop/rehab.	20	X				
You will sell property at market rate.	15					
You will sell or rent at an Affordable Housing Rate.	20	X				
ADA Accessibility features are identified in your budget.	15					
Upgrades in Energy Efficiency are identified in your budget.	15	X				
Rental or Sales Price will be marketed for households at 50% AMI or below.	25					
Your proposed end use coincides with parcel's current zoning.	15	X				
Your proposed project will take longer than 12 months.	-5					
Total		90				

Instructions

1. Enter the address(es) of the parcel/parcels you are applying for (see **Example** for formatting).
2. Complete this form based on your proposed plan for chosen parcel/parcels.
3. Single-Parcel Purchasers: Upload the completed form to your application.
4. Small Developers: Upload the completed form to your application.
5. Large Developers: Upload the completed forms to your application during parcel selection phase.



EACH PROJECT MUST INCLUDE ALL ELEMENTS IN THIS FORM:

Address: 123 Main St. Louisville, KY 40203

Type of Development: Full rehab

Pictures of Project



Timeframe of Project: Dec. 2023- Dec. 2024

Complication and Navigation

- (a) **Complication:** City delayed issuing permits due to staffing shortages.
How Navigated: I maintained close contact with city staff, used the delay to enhance the home designs and finalize subcontractor bids.
- (b) **Complication:** During excavation, unstable soil was discovered that required additional foundation support.
How Navigated: I paused construction and brought in a structural engineer. A cost-effective pier system was designed and approved quickly.
- (c) **Complication:** The framing crew backed out last minute due to being double-booked.
How Navigated: I tapped into my trusted builder network, and offered a performance bonus for quick turnaround, and got a new crew on site within a week.

Scope of Work: Describe the work you will do in each area. EXAMPLES BELOW.

- (a) Demolition & Site Preparation - Remove damaged & outdated material, demo per plans, haul debris
- (b) Structural Repairs - Any foundation issues, repair or replace framing, headers, or supports, etc.
- (c) Mechanical Systems - Electrical upgrade service panel, rewire house, plumbing replace pipes, HVAC
- (d) Exterior improvements - Replace or repair roof, gutters, siding, repair exterior, install windows,
- (e) Interior renovation - Insulate walls & attic to meet energy codes, drywall, flooring, paint interior.
- (f) Kitchen remodel - New cabinets, countertops, appliances, upgrade lighting, & plumbing fixtures.
- (g) Bathroom Renovations - New vanities, sinks, toilets, tubs/showers, exhaust fan, lighting, towel bars
- (h) Final Touches & Inspections - Clean property, walk thru check repairs, schedule city inspections, etc.

SAMPLE OF BUDGET AND TIMELINE: 123 MAIN ST

Category <i>not required, but helpful to identify phases of project</i>	Timeline <i>can be defined as monthly, quarterly, or daily</i>	Description	Labor Cost <i>if completed by self write Self</i>	Material Cost	Permits	Total	Notes
Planning and Site Preparation	Oct-23	Soil Test		\$1,000.00		\$1,000.00	
	Oct-23	Survey		\$650.00		\$650.00	
	Nov-23	Title Insurance		\$200.00		\$200.00	
	Nov-23	Building Permit			\$75.00	\$75.00	
	Dec-23	Remove trees and site clean up	\$4,000.00			\$4,000.00	
	ALL	Lawn Maintenance, Security System	\$350.00	\$150.00		\$500.00	
	Dec-23	Dumpster Rental and Demo/Cleaning	\$2,000.00	\$1,000.00		\$3,000.00	
Sub Total:						\$8,925.00	
Exterior and Structural Rehab	Jan-24	Stabilize structural foundation	\$6,500.00	\$500.00		\$7,000.00	
	Jan-24	Repair joists and new sub flooring	\$7,000.00	\$1,000.00		\$8,000.00	
	Feb-24	Replace Roof	\$6,000.00	\$3,000.00		\$9,000.00	
	Feb-24	Replace Windows	\$1,500.00	\$6,000.00		\$7,500.00	
	Feb-24	Repair Soffit Trim	Self	\$250.00		\$250.00	
	Feb-24	Repair Porch	\$1,000.00	\$500.00		\$1,500.00	
	Mar-24	Paint Exterior	\$3,000.00	\$1,000.00		\$4,000.00	
	May-24	Landscaping	\$1,000.00	\$2,000.00		\$3,000.00	
Sub Total:						\$40,250.00	
Interior	Dec-23	Interior Framing	Self	\$1,000.00		\$1,000.00	
	Dec-23	Drywall	\$500.00	\$1,000.00		\$1,500.00	
	April-24	Flooring Carpet and Laminate	\$2,000.00	\$8,000.00		\$10,000.00	
	April-24	Carpentry/Baseboards replace	\$500.00	\$1,000.00		\$1,500.00	
	May-24	Cabinetry, sinks, vanity, tub, shower	\$1,000.00	\$3,000.00		\$4,000.00	
	Feb-24	Insulation	\$500.00	\$3,000.00		\$3,500.00	
	April-24	Doors and Hardware	Self	\$3,500.00		\$3,500.00	
	Mar-24	Painting	Self	\$400.00		\$400.00	
	May-24	Countertops	Self	\$2,000.00		\$2,000.00	using material from previous project
Sub Total:						\$27,000.00	
Mechanical	Feb-24	Replace Electrical System	\$3,000.00	\$4,000.00	\$75.00	\$7,075.00	
	Jan-24	Add new plumbing, water heater	Self	\$1,500.00	\$150.00	\$1,500.00	
	Mar-24	New HVAC system installed, ductwork	\$1,500.00	\$8,500.00	\$75.00	\$10,075.00	
Sub Total:						\$18,650.00	
Contingency		10% of total				\$9,500.00	
Total Budget						\$104,825.00	



August 1, 2014

To whom it may concern:

I would to confirm that [REDACTED] has an active savings account with an available balance of [REDACTED] here at Fifth Third Bank. If you have any further questions, please feel free to give me a call anytime.

Thank you!

[REDACTED]

Fifth Third Bank

Retail Trusted Advisor

[REDACTED] Louisville Kentucky

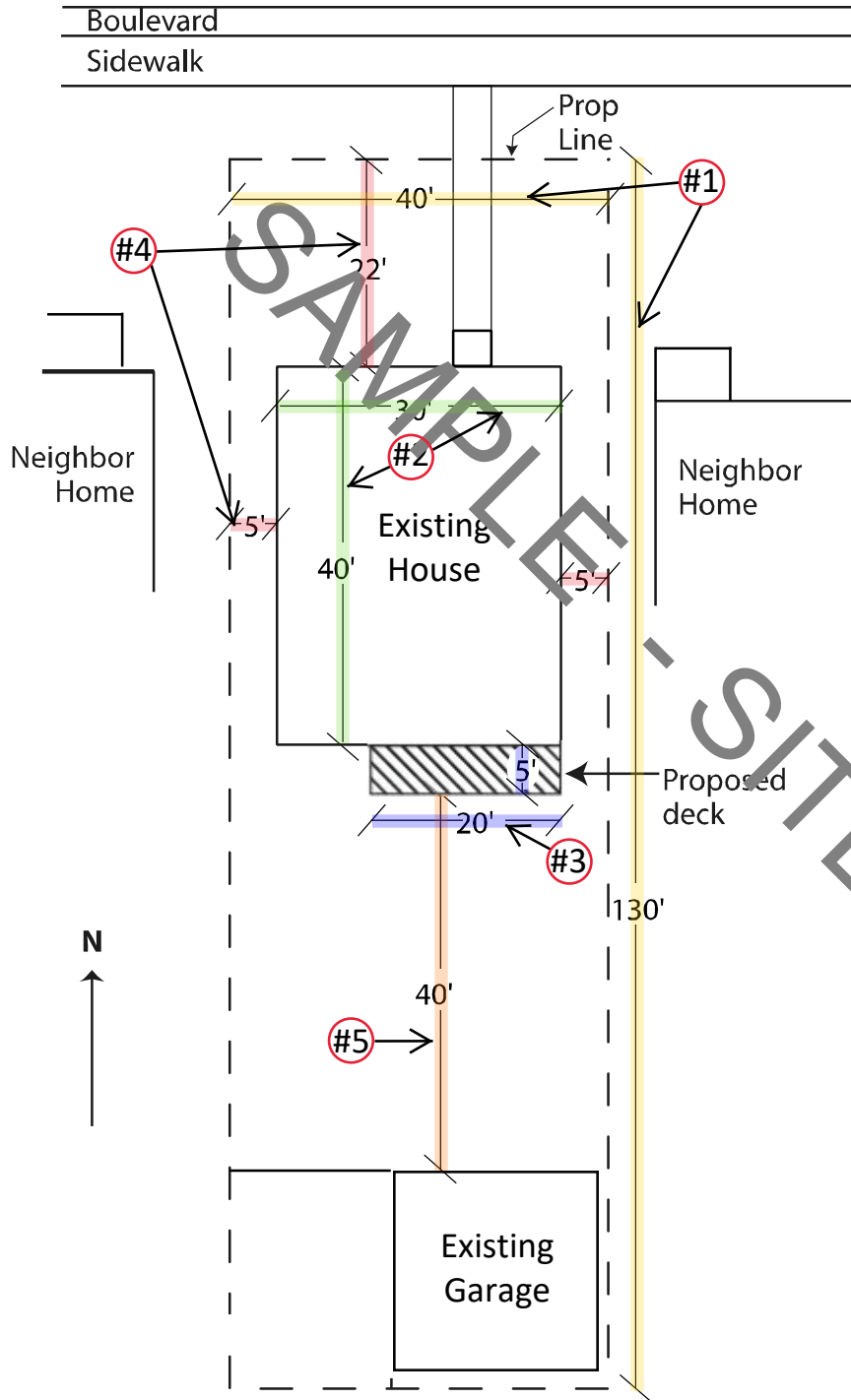
[REDACTED]

SAMPLE - PROOF OF PROJECT FUNDS

Typical Site Plan

(See explanations as numbered)

111 Plain Avenue N.



1. (Yellow) Overall property dimensions
2. (Green) Overall dimensions of existing structures
3. (Blue) Overall dimensions of proposed construction
4. (Red) Dimensions from proposed construction to PROPERTY LINES
5. (Orange) Dimensions to any other structures on the property

<https://www.lojic.org/lojic-online>

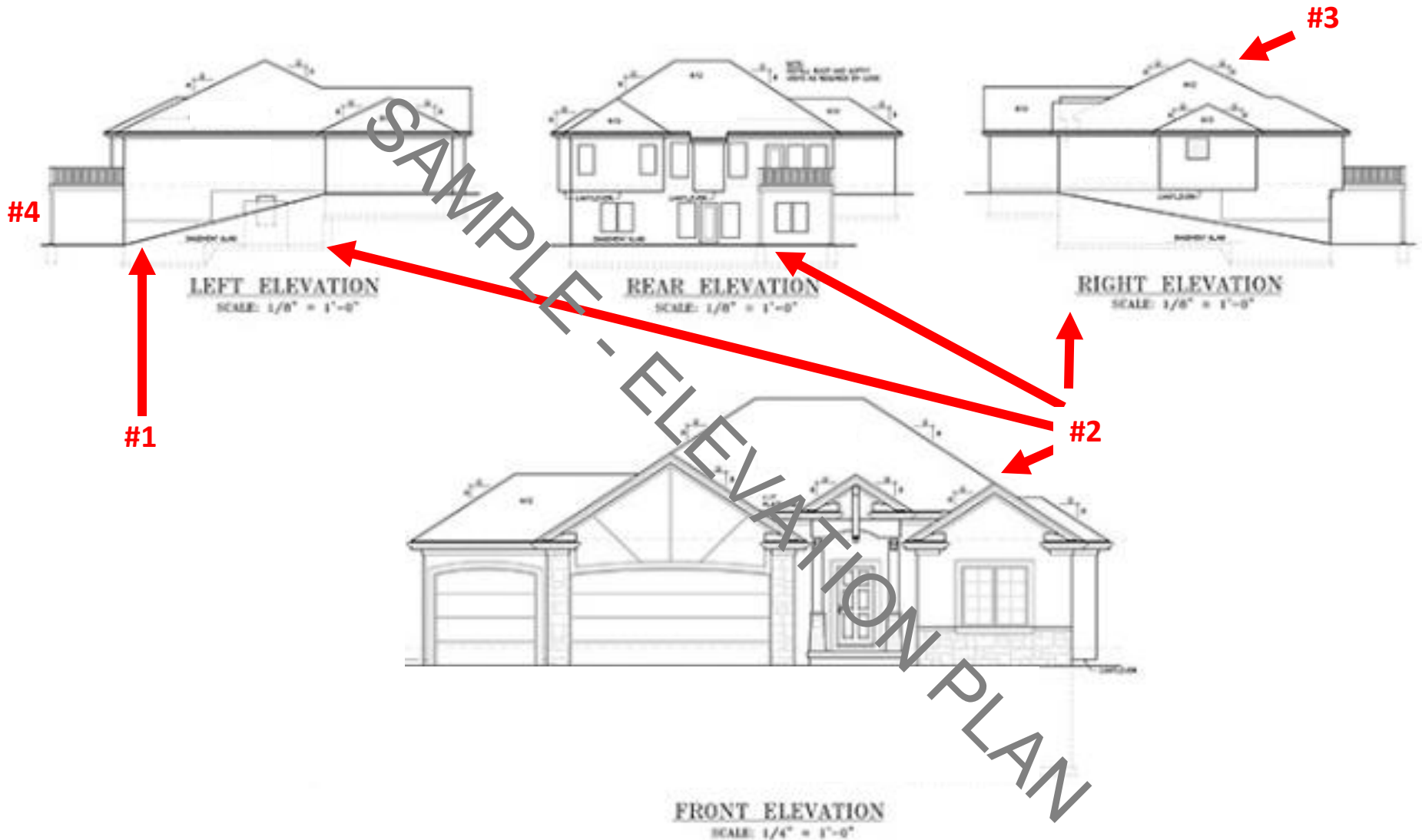
LOJIC GIS can be used to help develop a site plan with the required information. Visit the above site and search for your address, then click on the tools section to print and access measuring tools.

Alley

SCALE 1" = 20'

Typical Elevations

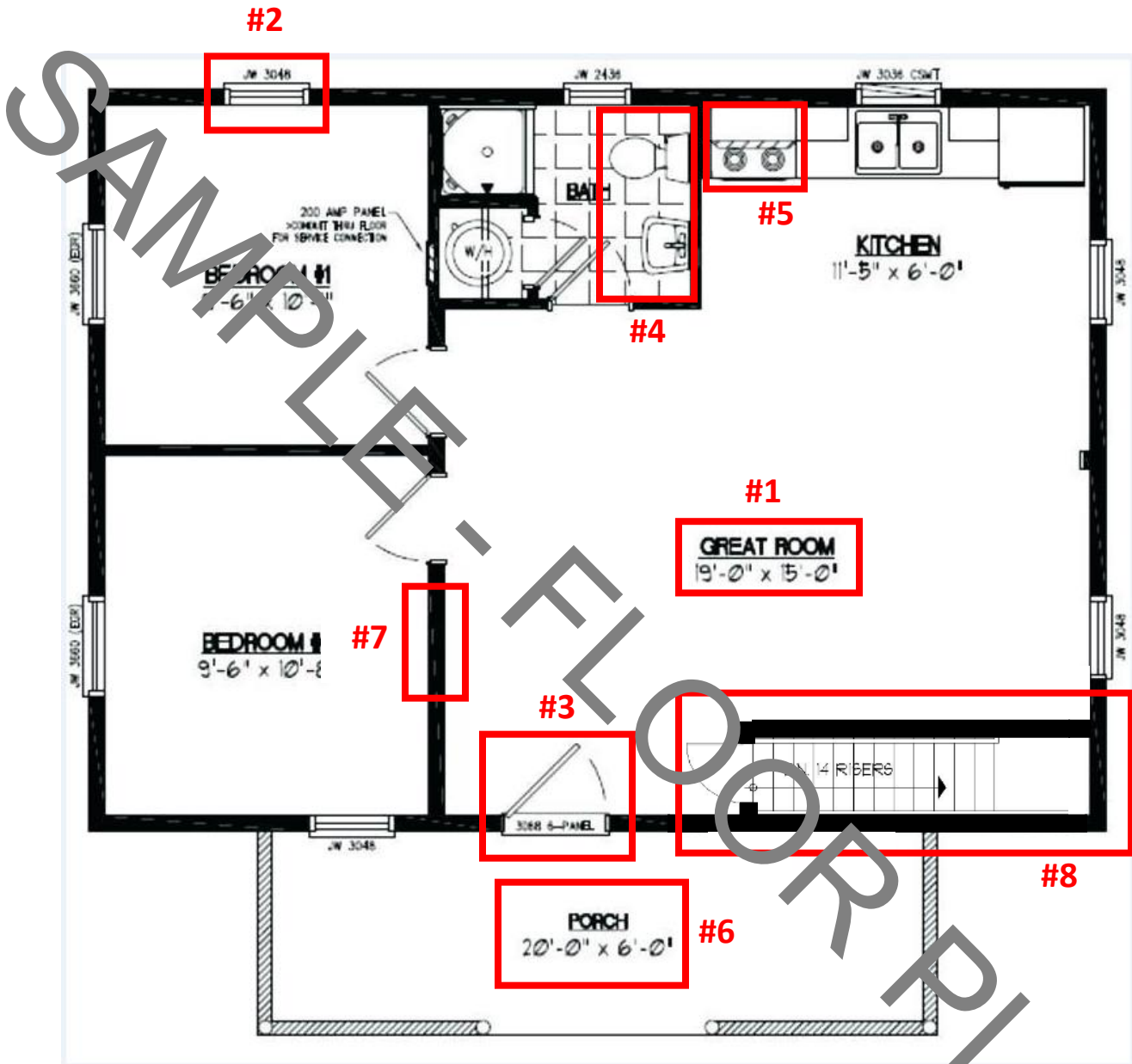
(See explanations as numbered below)



1. Elevations should accurately represent the finished grade relative to the building.
2. Show building from all sides.
3. Show roof pitch
4. Include dimensions to top of decking, openings, overall height, height of walls, etc

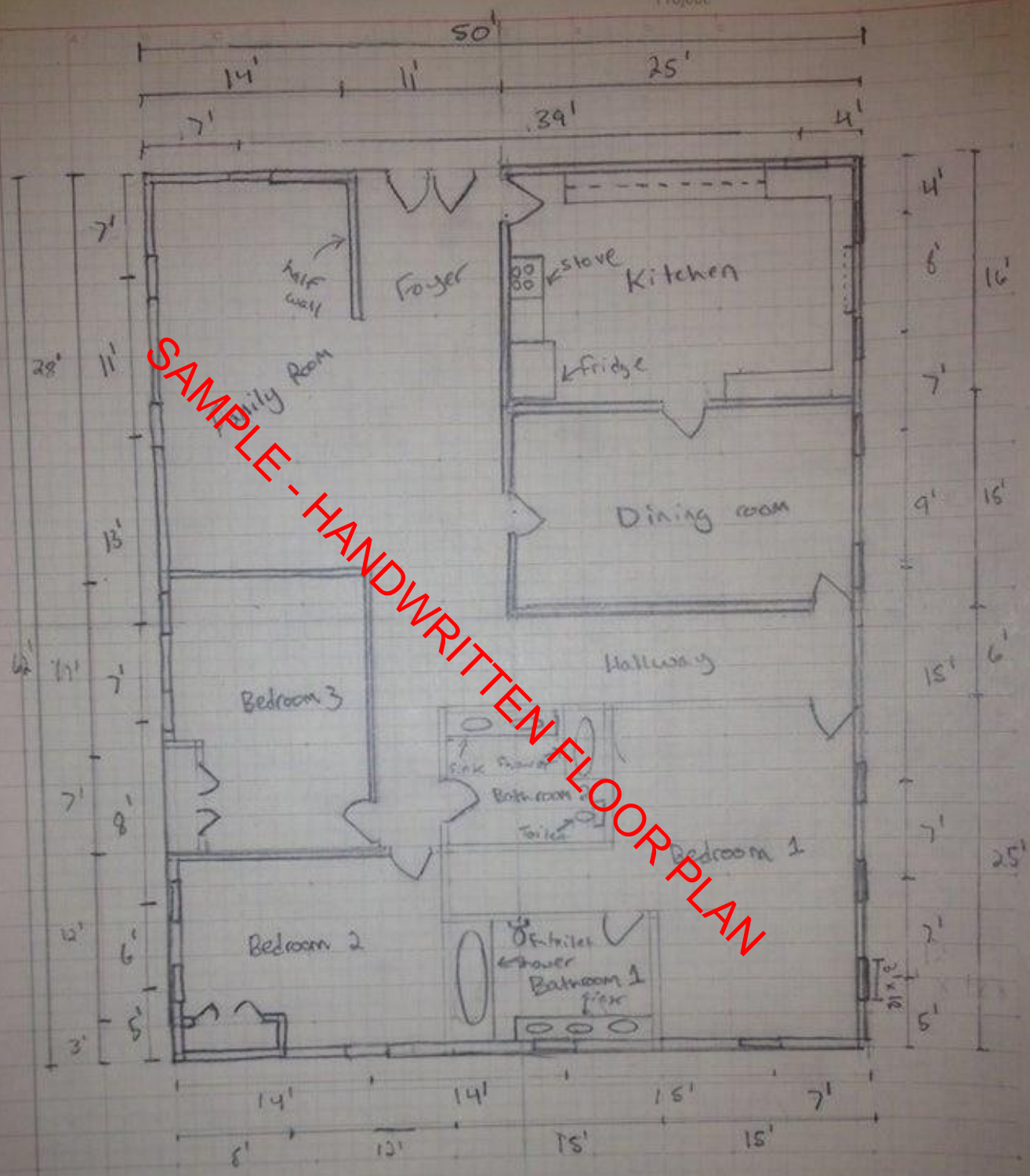
Typical Floor Plan

(See explanations as numbered below)



1. Show all rooms use and dimensions. (ex. Great Room 19'0"X 15'0")
2. Show window sizes for all windows. (ex. 6'0" high X 4'8" wide)
3. Show door sizes for all doors. (ex. 7'0" X 2'8")
4. Show location of all plumbing fixtures. (sinks, water closets, bidets, water heater, bathtubs, showers)
5. Show locations of all electrical and gas operated appliances. (furnace, HVAC unit, gas fire place/logs, heat pump)
6. Show location and dimension of all porches and decks.
7. Accurately represent wall thickness.
8. Show locations of stairs include number of risers.

Name:
Date: / /
Project:



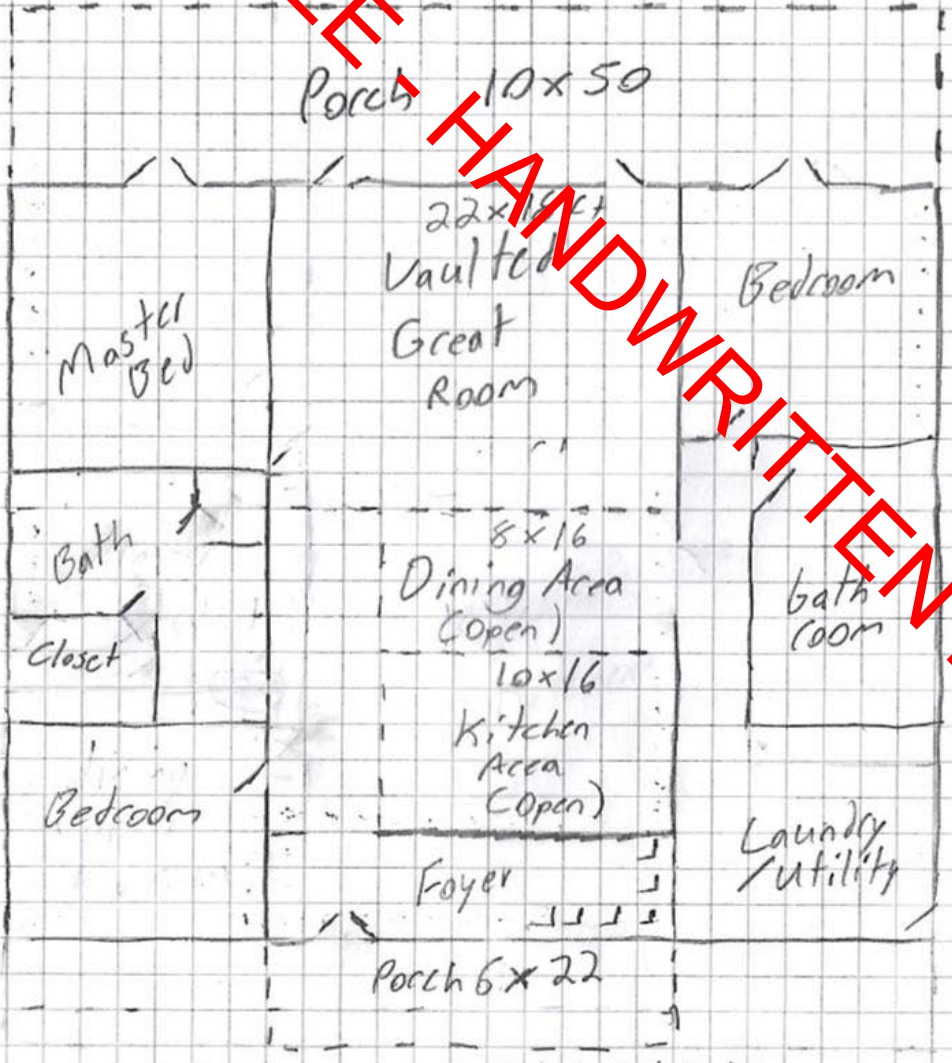
SAMPLE - HANDWRITTEN FLOOR PLAN

GEEK-PRO.COM

House 1 - Architect

Scale: 1" = 10'

SAMPLE HANDWRITTEN FLOOR PLAN



1st Floor 1 draft
 $50 \times 42 = 2090 \text{ sq ft}$
 $1 \text{ sq} = 2 \text{ ft}$

Total sq ft
 $= 2514 \text{ sq ft}$

