



## Small Developer Criteria Questionnaire

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### Section 1: Small 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: 2 years) \_\_\_\_\_
2. Provide the number of developments completed:  
New Construction \_\_\_\_\_  
Residential Addition \_\_\_\_\_  
Full Rehab \_\_\_\_\_  
Cosmetic Rehab \_\_\_\_\_



3. 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?


4. Provide descriptions of 3 completed real estate development or rehab projects. Each project must have all elements **submitted as an attachment** to this form:
  - Location/Address
  - Type of development (new construction, residential addition, full rehab, cosmetic rehab)
  - Pictures of Project
  - Timeframe of project
  - List any complications and how it was navigated
  - Scope of work

### Section 3: 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 do you plan to manage project timelines, contractors, and budgets?




4. What is your plan and construction capacity to develop or rehab 2–4 properties within a 12-month period?


**Section 4: Community Engagement and Planned Partnerships**

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


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


**Section 5. Compliance**

1. Are you compliant with all the following State and Metro agencies and their policies?  
 YES;  NO

- |   |  |
|---|--|
| a. Kentucky Secretary of State                    | f. Jefferson County Clerk (property taxes)             |
| b. Louisville Metro Revenue Commission            | g. Louisville Affordable Housing Trust Fund            |
| c. Human Relations Commission                     | h. Metropolitan Business Development Corp.             |
| d. Urban Renewal and Community Development Agency | i. Louisville Jefferson County Landbank Authority, Inc |
| e. Department of Codes and Regulations            |  |



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. 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.
3. Provide evidence of access to financing or investor support (e.g., loan pre-approvals, letters of commitment, or partnership agreements).


### **Section 7: Checklist of Required Attachments to be uploaded Application for Development Programs (Single-Parcel Purchaser or Small Developer)**

- Project Summaries for 3 completed developments/rehabs
- Proof of Financing or Investor Commitment
- Construction Timeline or Schedule
- Community Engagement Plan (if available)

### **Applicant's Signature**

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

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_