



## Community Development Department

444 West Grand Avenue  
Wisconsin Rapids, WI 54495

### RAPIDS REDISCOVERED – A NEW HOUSING INVESTMENT PROGRAM

The Rapids Rediscovered program is intended to increase investment in new single family homes found within the community. More information is available in the program guidelines and on the City's website [www.wirapids.org](http://www.wirapids.org) under the Community Development section. You can also contact the Community Development Department at 715-421-8228 or [kkearns@wirapids.org](mailto:kkearns@wirapids.org)

#### **Application Process**

- Builder and buyer meet with Community Development staff to review the program and view the eligible properties list.
- Builder and buyer develop preliminary plans and complete the application materials.
- Pre-application meeting with Community Development staff before plans are finalized.
- Application is submitted a minimum of 30 days before the next regularly scheduled Planning Commission meeting.
- If staff determines that the application is incomplete, the applicant will be provided an additional 30 days to provide the missing items and/or information.
- Staff reviews the application to ensure conformance with the program.
- Staff prepares a report and recommendation for the Planning Commission.
- The application and report is placed on the next regularly scheduled Planning commission meeting agenda.
- Planning Commission reviews the application and recommendation from staff in order to make a recommendation to the City Council.
- If recommendation from the Planning Commission is for approval, a draft Contract for Private Redevelopment is developed between the City and the applicant.
- City Council reviews the recommendations from staff and Planning Commission and takes action to approve or deny.
- If City Council approves the application, the Contract for Private Redevelopment is executed and the lot is closed on by the buyer.



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**Required Application Materials Checklist**

<b>Complete</b>	<b>Incomplete</b>	<b>N/A</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Proposed Purchase Agreement or Proof of Ownership
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans (one copy, to scale 11" x 17" and digital version)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations (one copy, to scale 11" x 17" and digital version)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan (one copy, to scale 11" x 17" and digital version)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material List
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Timeline
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed Contract Between Builder and Buyer (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Capability Statement from Lender



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**Project Team Information**

Property Purchaser: \_\_\_\_\_

Name of Builder: \_\_\_\_\_

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

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

Builder Phone & Email: \_\_\_\_\_

Name of Lender: \_\_\_\_\_

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

Lender Phone & Email: \_\_\_\_\_

**Project Information**

Property Address of Project: \_\_\_\_\_

Purchase Price of Property: \_\_\_\_\_

Type of Home Planned:       1 Story     1½ Story     2 Story

Number of Finished Bedrooms: \_\_\_\_\_

Number of Finished Bathrooms: \_\_\_\_\_

Number of Garage Stalls: \_\_\_\_\_

Finished Square Footage: \_\_\_\_\_

Total Square Footage: \_\_\_\_\_

Estimated Value Upon Completion: \_\_\_\_\_

Estimated Closing Date: \_\_\_\_\_

Estimated Start of Construction: \_\_\_\_\_

Estimated Project Completion: \_\_\_\_\_