



Community Development Department
1830 County Road B East
Maplewood, MN 55109
(651) 249-2300
www.MaplewoodMN.gov

Fee: \$3,400

**APPLICATION & AGREEMENT FOR PRELIMINARY APPROVAL OF
TAX-EXEMPT MORTGAGE REVENUE FINANCING
– MULTIPLE DWELLINGS –**

APPLICANT

1. Applicant/business name: _____
Contact person: _____
Address: _____ Zip _____
Telephone: (Work) _____ (Home) _____
Fax: _____
Interest in property: _____

2. Applicant's legal counsel: _____
Address: _____ Zip _____
Telephone: (Work) _____ (Home) _____
Fax: _____

3. Applicant's architect: _____
Address: _____ Zip _____
Telephone: (Work) _____ (Home) _____
Fax: _____

4. Applicant's contractor (if selected): _____
Address: _____ Zip _____
Telephone: (Work) _____ (Home) _____
Fax: _____

5. Property owner(s) of record: _____

Address: _____

Telephone: (Work) _____ (Home) _____
Fax: _____

6. Applicant's business form (corporation, partnership, sole proprietorship, etc.) and state of incorporation or organization:

7. If the applicant is a corporation, list the officers, directors and stockholders holding more than 5% of the stock of the corporation. (State name, address, telephone and relationship to the applicant. If a corporation is not formed, list the potential officers, directors and stockholders):

8. If the applicant is a partnership, list the general partners and any limited partners with more than 5% interest. (If the partnership is not formed, give as much data as possible concerning the potential partners):

9. List any cities that you have applied to for tax-exempt financing in the last five years:

10. Has the applicant ever been in bankruptcy? If yes, describe circumstances:

11. Have you ever defaulted on any bond or mortgage commitment? If yes, describe the circumstances:

PROJECT

1. Project name: _____

2. Legal description of the site: _____

3. Projected rents:

- a. One bedroom unit: _____
- b. Two bedroom unit: _____
- c. Three bedroom unit: _____

- d. Other (specify): _____
- 4. Target population (elderly, young professional, large family, etc.):

- 5. Amount of bond issue request: \$ _____
- 6. Who is lending interim financing and in what amount? _____

- 7. Estimated date of construction: _____ Completion: _____
- 8. Will any public official of the City, directly or indirectly, benefit by the issuance of the City's tax-exempt financing for this project within the meaning of Minnesota Statutes, Section 412.311 or 741.877? If so, specify:

FILING REQUIREMENTS

You must provide all of the following items with your application, unless the Environmental and Economic Development Director waives a requirement:

- 1. If the project requires zoning or Community Design Review Board approval, you must apply for these approvals prior to or with this application. If zoning or Community Design Review Board approval is not required, you must submit a list of property owners and their addresses for your property and for all properties within 350 feet. An abstract company must prepare and certify this list. Abstract companies are listed in the yellow pages.
- 2. A written opinion, with supporting justification, from an expert acceptable to the Environmental and Economic Development Director, to document that:
 - a. The development will not adversely affect the vacancy rates of rental multiple dwellings in the City that are existing or have received preliminary City approval. The Environmental and Economic Development Director may waive this requirement if there are no similar developments in your area.
 - b. The development will be able to comply with the Federal low-to-moderate income requirements over the life of the bond issue. This analysis shall indicate how the proposed program will meet the needs of low-to-moderate income households.

3. A public hearing notice and resolution of preliminary approval. You must have these items prepared by the City's bond counsel. (Contact Mary Ippel of Briggs and Morgan at 291-1215.)
4. An application fee of \$3,400. Make your check out to the City of Maplewood. This fee is not refundable and is separate from the bond counsel's, City attorney's or closing fees.

PROCEDURE

1. Return this application to the Environmental and Economic Development Department.
2. The Director will schedule a meeting with the Housing and Redevelopment Authority (HRA) after preparing a report and recommendation. The HRA will make a recommendation to the City Council.
3. The City Council will hold a public hearing and make a decision.
4. You must coordinate approval with the Minnesota Housing Financing Agency.

REQUIREMENTS FOR TAX-EXEMPT MORTGAGE REVENUE FINANCING

Your application must meet the following requirements for approval of tax-exempt mortgage revenue financing:

1. The project shall not require a significant amount of public expenditures for City improvements, such as roads, sewers and water mains, if the City Council determines that the site area is premature for development.
2. The notes or bonds shall be for an issue of not less than \$300,000.
3. Construction must begin within one year of preliminary approval. The City Council may grant a time extension if you show just cause.
4. Contractors doing work on projects funded in whole or in part by tax-exempt mortgage revenue financing:
 - a. Shall not discriminate in the hiring and firing of employees on the basis of race, color, creed, religion, national origin, sex, marital status, age, disability or the need for public assistance.
 - b. Shall pay employees as provided under the United States Code, Section 276A, as amended through June 23, 1986, and under Minnesota Statutes 1985, Sections 177.41 - 177.44.
 - c. Shall employ Minnesota residents in at least 80% of the jobs created by the project. In addition, at least 60% of these employees shall be residents of the seven-county metropolitan area. Resident status shall be determined as of the date of the project's approval by the City Council. However, if the contractor can show that these quotas are not possible because of a shortage of qualified personnel in specific skills, the contractor may request a release from the City Council of the two residency requirements. These requirements shall continue for the length of the construction project.

- d. Shall be active participants in a State of Minnesota apprentice program, approved by the Department of Labor and Industry.
 - e. The above requirements shall apply to all subcontractors working on the project.
5. You must use Mary Ippel, from Briggs and Morgan, as your bond counsel.
6. The bond indenture agreement shall require:
- a. The developer to periodically certify to the City and trustee, compliance with the federal low-to-moderate income requirement. The frequency of certification shall be determined on a case-by-case basis.
 - b. The trustee is to inform the City of noncompliance trends with federal low-to-moderate income requirements.
 - c. Stipulate the federal law requirements for the set-aside of low-to-moderate income units and any other set-aside provisions agreed to by the developer. If tax-increment financing is also to be used by the development, then at least 75 percent of the units shall also be set aside for households earning not more than 110 percent of the area median income.
7. The project must exceed minimum code requirements by incorporating the following mandatory and optional design upgrade features:
- a. Mandatory Requirements:
 - (1) Each development that would house public transportation-dependent residents shall be: (a) located near a scheduled public bus stop or, (b) an agreement must be made to provide a new public stop and, (c) if the NEST (Northeast Suburban Transit) service is not available, an agreement with a private carrier must be secured to provide a convenient schedule of pick up and departure times. The maximum distance to a bus stop for senior housing developments shall be 400 feet (one block) and one-quarter mile for family-housing developments.
 - (2) A storm shelter shall be provided if the structure(s) or each unit, if townhouses, will not have basements. The storm shelter shall have a capacity of equal to 80 percent of the planned population of the development. Each person shall be allowed at least three square feet of area.
 - (3) A security system(s) shall be provided. Security system shall be defined as follows: For units with common hallway entrances--a keyed lobby door and deadbolts on each unit door. For townhouse-style units with individual entrances

from outside, each outside entrance door shall have a deadbolt, peep hole, solid core door and inside chain provided.

- b. Optional Requirements (At least eight of the following items must be included):
- (1) Brick
 - (2) Building design should be a distinctive, nongeneric style with meaningful details (such as large windows, skylights, etc.).
 - (3) A noticeable increase in the size and quantity of landscape plantings over what is normally required.
 - (4) Underground irrigation of all landscaping.
 - (5) Usable open space provided above code minimum.
 - (6) Electrical outlets adjacent to at least half of the parking stalls for car heaters.
 - (7) A children's play area.
 - (8) Swimming pool, tennis court, horseshoe pits, indoor multi-activity room or outdoor multi-activity building, or similar recreational facility.
 - (9) At least 10% more parking spaces or garages than code requires.
 - (10) Underground parking, parking under the dwelling unit or attached garages.
 - (11) Setbacks above code minimums.
 - (12) Floor areas above code minimums.
 - (13) All parking stall widths at least ten feet.
 - (14) Recreational walkways or sidewalks.
 - (15) At least five percent of the units will be three-bedroom units for family developments and two-bedroom units for senior developments (not including caretaker units).
 - (16) Provide for an enclosed bus stop shelter, if not available.
 - (17) On-site garden or flower plots in a centralized location or near the entrance of units with direct outdoor access.

(18) Washer and dryer hook-ups in each unit for townhouse units or a washer and dryer installed on each floor for apartment units.

(19) A landscaped sitting area with tables and benches central to the complex or a sodded "private-appearing" yard area near the entrance to units with direct outdoor access.

(20) Provision of a storm shelter in addition to basement area.

(21) For developments not using tax-increment financing (TIF), the set-aside of at least 50 percent of the units for households earning 110 percent or less of the area median income (ceiling for moderate income). For developments that will receive TIF funds, the set-aside of more than 75 percent of the units for households earning 110 percent or less of the area median income.

8. You must pay an administrative fee to the City of one percent of the bond issue up to a maximum fee of \$28,600. This fee is in addition to the application fee.

AGREEMENT

I, by signing this application, agree to the following:

1. I have read and will abide by all the requirements of the City for tax-exempt financing. I will commit all contractors, subcontractors and any other major contributors to the project to all segments applicable to them. I am aware that failure to comply by myself or any of the above can result in cancellation of the resolution.
2. The above information is correct.
3. I agree to pay all costs involved in the legal and fiscal review of this project. These costs include the bond counsel and City Attorney, and all costs involved in the issuance of the bonds to finance the project.
4. I understand that the City reserves the right to deny final approval, regardless of preliminary approval or the degree of construction completed.

Applicant

Date

Taxexmpt.app - revised: 12-14