

Harrisburg Redevelopment Authority

Development Process Guide

Acquiring Authority-owned Real Estate is a Two-Step Process:

STEP 1. 'Potential Developer' Status.

Developer must provide to the Authority a written preliminary proposal that includes the following:

1. **Description of Proposed Use.** A brief description of the project and intended use of the land/building.
2. **Demonstrate Zoning Compliance.** Letter from **Harrisburg City's Planning Bureau*** that confirms conformance with zoning codes.
3. **Evidence of Past Experience.** Demonstrate experience with similar development projects, including responsible compliance with all applicable codes. ([Statement of Past Participation](#) can be used or similar document with pertinent information.)
4. **Preliminary Site Plan.** Plan that shows the parcel map; setbacks of building; parking, landscaping, signage, drainage, trash storage/pickup, and traffic flow plans.
5. **Preliminary Elevations** for proposed new construction.
6. **Preliminary Estimate** of development costs.
7. **Preliminary Financing Plan**, including letters of interest or commitment letters, if available.
8. **Preliminary Construction Schedule.**
9. **Offer of Purchase.** Must be fair market price. A minimum \$1,000 non-refundable good-faith deposit must accompany the submission.
10. **[Financial Interests Disclosure Statement](#)** (*required*).
11. **Financial and Credit Statement** ([HUD Form 92417 can be used](#)). To demonstrate financial viability of developer. (['Financial Privacy Notice'](#) *required*)

First Resolution. Upon review of these submissions, and at a regular monthly meeting (third Tuesday each month), the Authority Board will consider the **First Resolution** to approve 'Potential Developer' status and the sale of the property based on the submission of the items listed above.

STEP 2. ‘Designated Developer’ Status.

Second Resolution. The *‘Potential Developer’* must finalize the above listed items within a reasonable time period, as set by the Authority. At a regular monthly meeting, the Authority Board will consider a Resolution to approve these final submissions by the *‘Potential Developer’*. With Board approval, the Resolution will upgrade the *‘Potential Developer’* to *‘Designated Developer’*, establish the sale price, and authorize all documents and action necessary to transfer the real estate from Authority to the *‘Designated Developer’*.

Settlement is then scheduled and the *‘Designated Developer’* receives a *Redevelopment Contract* (memorializes development plan, schedule, and allows *Designated Developer* to finalize financing) and *Special Warranty Deed* (allows Authority to re-take title to real estate if developer fails to perform).

1. At closing, the *‘Designated Developer’* must pay the approved sales price, all transfer taxes, notary, recording fees, and insurance.
2. At closing, if the Financing Plan includes municipal loan(s), the developer must pay loan origination/servicing fees according to the particular City Department’s schedule.

If the Financing Plan includes Authority bond financing, administrative and servicing fees based on the amount borrowed must be paid.

Certificate of Completion. The developer will receive a *Certificate of Completion* upon final inspection and confirmation that all improvements required by the *Redevelopment Contract* have been completed.

Extension Fees. The Authority requires a \$1,000 non-refundable, good faith deposit, if at any time the Developer requests a deadline extension in either of the above Steps.

Proposals and Questions can be directed to:

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