

## The Redevelopment Authority of the City of York

Potential Developer,

Thank you for your interest in acquiring and developing a property owned by the Redevelopment Authority for the City of York (RDA). We are so excited that you are considering investing into our city. The vision for the City of York is to become a thriving urban community where residential, commercial and recreational spaces will be safe, clean and well-lit. Founded in 1950, pursuant to the Urban Redevelopment Law of the commonwealth of Pennsylvania, the City of York Redevelopment Authority (RDA) is an independent legal entity charged with encouraging and overseeing the proper redevelopment of properties so that they productively contribute to the quality of life and economic development of the City of York.

The role of the RDA is to responsibly maintain and market its residential, commercial and mixed-use development properties in the City of York. Through responsible redevelopment of RDA properties, we aim to see an increase in the City of York's tax base, an increase in homeownership and long-term residency, more stable neighborhoods and an increase in neighborhood property values.

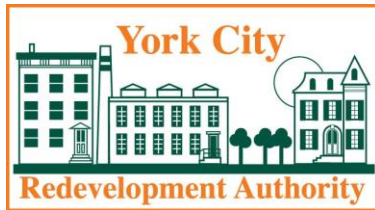
### **Enclosed in this packet you will find information regarding:**

- Acquiring a Redevelopment Authority Property
- Redevelopment Authority Proposal Review and Consideration Policy (return with application)
- RDA Application for the purchase of Real Property
- Acquisition Proposal Checklist
- City of York Department Contacts
- RDA Meeting Schedule
- Frequently Asked Questions
- Terms to Know

Once your complete proposal and required documentation has been submitted, you will be contacted to schedule a pre-development conference to review your proposal and answer any questions. Should you need assistance with completing your proposal, please contact me at [smcfadden@yorkcity.org](mailto:smcfadden@yorkcity.org) or 717-849-2248.

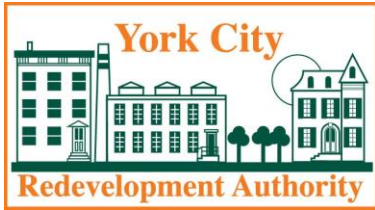
We are excited to see your project come to life and assisting you in this process. Your investment is more than just a property, it is an investment into the success of our city.

Sharee D. McFadden  
Economic Development and RDA Specialist  
City of York



## **ACQUIRING A REDEVELOPMENT AUTHORITY-OWNED PROPERTY**

1. You may request a tour of any available property by completing an Activity Waiver and Release of Liability available in the Bureau of Economic and Community Development located on the 2<sup>nd</sup> floor of York City Hall at 101 South George Street.  
**UNDER NO CIRCUMSTANCES SHOULD YOU ATTEMPT TO ENTER ANY PROPERTY ON YOUR OWN!**
2. Once you've looked carefully read all the information provided in the packet, and gathered all required documentation, complete your proposal and return to Redevelopment Authority staff on the 2<sup>nd</sup> Floor of York City Hall at 101 South George Street, York PA
3. After submitting your proposal, you will be contacted to set up an appointment to discuss the process in depth and review your proposal. After this meeting, your proposal will be forwarded to the RDA Board for consideration.
4. If you find a property that suits your needs, you must request an option or contract of sale from the Redevelopment Authority Board. Your proposal to the Board must include a plan of the work you wish to undertake, an estimate of rehabilitation costs, specific evidence of your financial ability (e.g. pre-approval letter from a bank or financial institution, personal fund or bank statement) and a schedule to complete the project. The Board has the right to reject any proposal it feels is not in the best interest of the City.
5. If your final proposal plans and financing are approved, the Authority may transfer the property title to you.
6. From the date of approval, you have a period of one (1) year to complete the project in accordance with the plans submitted to the Board. If the project is not completed within this time period, the Board reserves the right to reverse the transfer of the title to the property. You may request an extension of time. The board reserves the right to reject the extension.
7. Once the project is completed, you must obtain a Certificate of Occupancy from the York City Bureau of Permits, Planning and Zoning.
8. Finally, the Authority staff must inspect the finished property to verify that it complies with the submitted plans. The Authority can then issue a Certificate of Completion for your successful rehabilitation project.



## READ AND SIGN

### REDEVELOPMENT AUTHORITY PROPOSAL REVIEW AND CONSIDERATION POLICY

The Redevelopment Authority will consider projects after the economic development staff issues recommendations based upon due diligence and review. For the RDA board to take formal action, the developer/development team must fulfill all proposal criteria outlined below.

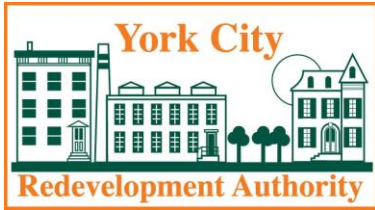
As with other properties owned by the RDA, the RDA has five screening criteria, upon which the RDA needs written commitments and written evidence before placing the property in question on the RDA's monthly agenda for board action.

Written proposals must be received **fifteen (15) business days prior** to the RDA's next meeting for the board to properly evaluate proposals. Under no circumstances will the RDA's board vote upon an agenda item having to do with the transfer, sale, or lease of real property unless RDA staff receives properly completed, written responses to the following five criteria:

- (1) **Full completion of the RDA's Application for Acquisition** available in hard copy at City Hall 101 South George St. in York, PA. The form is also available for download under the City of York Redevelopment Authority page at [yorkcity.org](http://yorkcity.org)
- (2) **Strength of submitted project plan** to be evaluated by staff. Plan must include project scope, budget, preliminary plans/drawings and timeline; (please note, for option contracts or rights to negotiate, an official project plan is not required, but a conceptual description and budget estimation is recommended)
- (3) **Written evidence of work experience and/or work products** in the category of construction, rehabilitation, or adaptive re-use as proposed in the conceptual plan
- (4) **Written evidence of financial ability to complete the proposed project**, including, for example, bank statement/s and/or letter/s from the entity's bank/s noting the entity's credit facilities (i.e., accumulated value of bank accounts and/or line/s of credit)
- (5) **Financial consideration proposed in writing** (e.g., right to negotiation, or land lease, revenue sharing, and/or building sales agreement)

**Continued on back**

The five-member RDA Board reserves the right to decline any proposals.

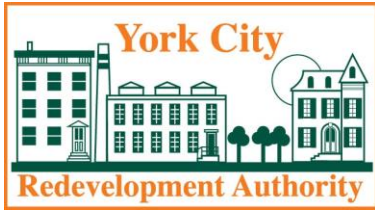


**Proposals must be directed to:  
Sharee D. McFadden, EDRA Specialist  
City of York Redevelopment Authority  
P.O. Box 509  
York PA 17405**

**I, the undersigned, have read and understand the Redevelopment Authority's Policy on RDA proposal review and consideration**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## The Redevelopment Authority of the City of York

### APPLICATION FOR ACQUISITION OF REAL PROPERTY

Separate applications must be submitted for each property of interest

- Application must be completed in full. If a section does not apply, write, "N/A" Incomplete applications will be not be considered
- All required documentation must be attached
- Application must be submitted to the Redevelopment Authority, a minimum of 15 business days **PRIOR** to the Redevelopment Authority Board Meeting (Every 3<sup>rd</sup> Wednesday in Council Chambers at City Hall, 101 South George Street, York, PA 17401) See page 14

#### APPLICANT INFORMATION

Full Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Street, City, State, Zip)

Do you **OWN** or **RENT**?

Phone: (Home) \_\_\_ - \_\_\_ - \_\_\_ (Mobile) \_\_\_ - \_\_\_ - \_\_\_ (Work) \_\_\_ - \_\_\_ - \_\_\_

Best time to call: Morning/Afternoon/Evening

#### EMPLOYMENT INFORMATION

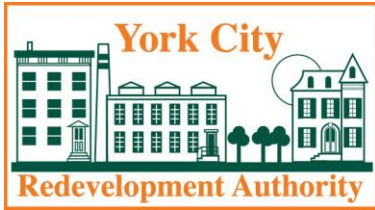
**\*If self-employed, please provide Tax ID/EIN, Articles of Incorporation -OR- Organization Agreement**

Current Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
(Address, City, State, Zip)

Employer Phone: \_\_\_\_\_

Length of Time Employed: \_\_\_\_\_ Annual Salary: \_\_\_\_\_



**Co-APPLICANT INFORMATION**

Full Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
 (Street, City, State, Zip)

Do you **OWN** or **RENT**?

Phone: (Home) \_\_\_-\_\_\_-\_\_\_ (Mobile) \_\_\_-\_\_\_-\_\_\_ (Work) \_\_\_-\_\_\_-\_\_\_

Best time to call: Morning/Afternoon/Evening

**EMPLOYMENT INFORMATION**

**\*If self-employed, please provide Tax ID/EIN, Articles of Incorporation -OR- Organization Agreement**

Current Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
 (Street, City, State, Zip)

Employer Phone: \_\_\_\_\_

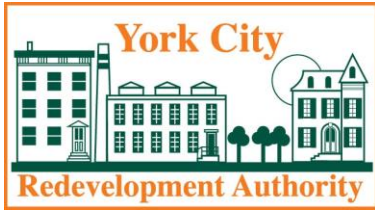
Length of Time Employed: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

**INCOME INFORMATION: Please list any and all sources of income and provide verification of each.**

Include all sources of income. Attach additional pages as needed.

Sources of income may include, but are not limited to income from earned wages, retirement, unemployment, social security, child support, disability, self-employment, etc.

	<b>APPLICANT</b>	<b>CO-APPLICANT</b>
<b>ANNUAL INCOME</b>		
<b>INCOME SOURCE</b>		
<b>INCOME SOURCE</b>		
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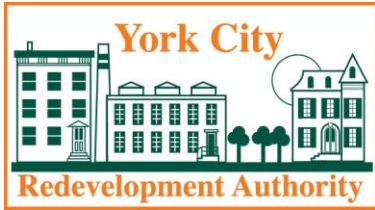


**CURRENTLY OWNED PROPERTIES**

**List any and all properties you own (applicant/co-applicant)  
in any capacity as an owner, partner, shareholder, partner, board member, or investor\***  
(\*see “Terms to Know” for definitions)

**If answering “YES” to any of the following, please provide up-to-date documentation**

<b>ADDRESS</b> (street, city, state)	<b>Ownership Capacity</b>	<b>% Owned</b>	<b>Delinquent Mortgage Payments</b>	<b>Delinquent Municipal/City Taxes</b>	<b>Delinquent Sewer/Refuse</b>	<b>Bankruptcy</b>	<b>Payments owed to Fed. Gov., public entity, utility companies</b>
			<b>YES NO</b>	<b>YES NO</b>	<b>YES NO</b>	<b>YES NO</b>	<b>YES NO</b>
			<b>YES NO</b>	<b>YES NO</b>	<b>YES NO</b>	<b>YES NO</b>	<b>YES NO</b>
			<b>YES NO</b>	<b>YES NO</b>	<b>YES NO</b>	<b>YES NO</b>	<b>YES NO</b>



**PROPERTY OF INTEREST**

**Address for property of interest:** \_\_\_\_\_  
(Provide Street Number and Name)

**Proposed Use of Property:** (Commercial/Mixed Use/ Owner-Occupied/Single-family Residential, Single family Rental, or Multi-unit Rental)  
(see “Terms to Know” for definitions)

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- 1. How will you finance the costs associated with your project?  
Please be specific. Provide copies of applicable financing pre-approval letters and/or personal or business bank statements. (See Suggested Documentation)**

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- 2. If you plan to do some or all the work yourself, please describe your experience (length of experience, certifications/licenses, etc.)**

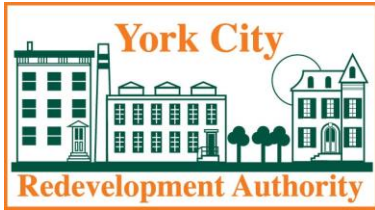
**Provide addresses and photos of properties that can be used as examples of your work**

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**3. Please list three references for the rehabilitation/development work that you have completed:**

1. \_\_\_\_\_  
Name Telephone/Email

2. \_\_\_\_\_  
Name Telephone/Email

3. \_\_\_\_\_  
Name Telephone/Email

**4. Please provide a brief summary of how your proposed project will benefit low to moderate income individuals before, during and after your renovations. Specifically, in the areas of:**

- Job Creation
- Homeownership
- Reduction in Blight
- Increase in Property Value

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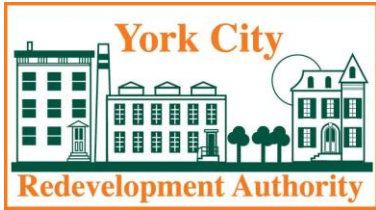
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**5. Is there any additional information that would be helpful in assuring your ability to undertake and complete your renovation project?**

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**Provide a detailed rehabilitation project schedule including: PROPOSED length of the project (Phase 1, Phase 2, Phase 3 etc.), site plans, land development plans, or architectural drawings for the property and contractor information.**

**If hiring a team to complete the work, include estimates/bids/quotes.  
(Note: Projects must be completed within one year of title transfer)**

**\*attach additional pages if necessary**

**EXAMPLE**

<b>PHASE 1</b>	<b>PHASE 2</b>	<b>PHASE 3</b>
GUT 1 <sup>ST</sup> AND 2 <sup>ND</sup> FLOOR	INTERNAL LABOR	INSPECTIONS
PLUMBING ESTIMATE	EXTERNAL LABOR	PERMITS
ELECTRICAL ESTIMATE		

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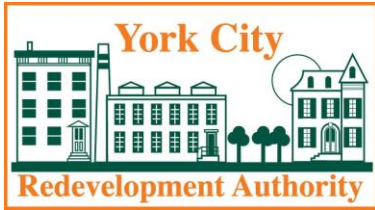
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**CONSTRUCTION/REHABILITATION COSTS:**

Please provide an itemized list of the **ESTIMATED** costs for repairs, materials and labor, permits, inspections, etc. *Attach additional pages as needed*

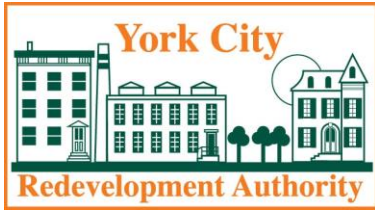
**EXAMPLE**

<b>LABOR</b>	<b>\$ 5,000</b>	<b>MATERIALS</b>	<b>\$10,000</b>
<b>PERMITS</b>	<b>\$350</b>	<b>INSPECTIONS</b>	<b>\$150</b>
<b>PLUMBING</b>	<b>\$1,500</b>	<b>ELECTRIC</b>	<b>\$3,500</b>
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

**Total ESTIMATED Costs: \$20, 500**

**Total Project Budget: \$25,000**

**(MUST BE GREATER OR EQUAL TO EST. COSTS)**

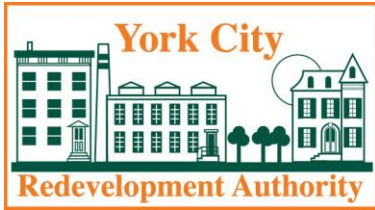


**CONSTRUCTION/REHABILITATION COSTS:**

Please provide an itemized list of the **ESTIMATED** costs for repairs, materials and labor, permits, inspections, etc. *Attach additional pages as needed*

	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

<p><b>Total Project Budget: \$</b>  <b>Total ESTIMATED Costs: \$</b>  <i>(MUST BE GREATER OR EQUAL TO EST. COSTS)</i></p>
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**What amount\* are you offering the Redevelopment Authority for the property of interest?**

\$ \_\_\_\_\_ . \_\_\_\_\_

\*While the RDA does not individually price parcels, the board accepts a minimum bid amount of \$1,500.00 and reserves the right to negotiate offers.

**THIS PAGE MUST BE SIGNED, DATED AND INCLUDED FOR YOUR APPLICATION TO BE CONSIDERED**

**I certify that the above information is true and correct to best of my knowledge. I understand that intentionally providing incorrect or false information can result in the denial of this application for acquisition of real property with the Redevelopment Authority of the City of York.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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**FOR STAFF USE ONLY**

**APPLICANT INFORMATION**

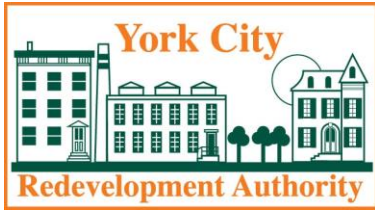
Applicant/Co-applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed Property Address: \_\_\_\_\_

Proposed Offer: \_\_\_\_\_

Phone: (Home) \_\_\_\_-\_\_\_\_-\_\_\_\_ (Mobile) \_\_\_\_-\_\_\_\_-\_\_\_\_ (Work) \_\_\_\_-\_\_\_\_-\_\_\_\_

- "Right of Entry" form complete and filed – Date: \_\_\_\_\_
- Application Reviewed
- Currently owned property research complete
- Pre-approval letter received
- Bank statement received
- Date of 1<sup>st</sup> meeting: \_\_\_\_\_
- Date of 2<sup>nd</sup> meeting: \_\_\_\_\_
- Date of RDA Board Meeting Review: \_\_\_\_\_
- Reference Check



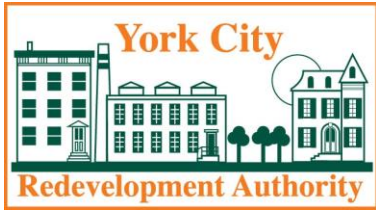
**References:**

DATE:

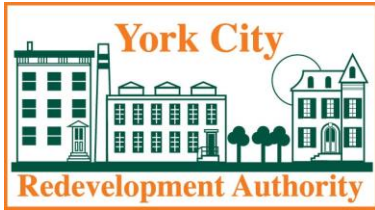
1. \_\_\_\_\_  
Name Telephone/Email
2. \_\_\_\_\_  
Name Telephone/Email
3. \_\_\_\_\_  
Name Telephone/Email

Right of Entry Waiver (to be completed PRIOR to proposal)	<b>Staff Initial</b>
Proof of Current Address	
Pay Stubs (If Applicable)	
Personal Bank Statements (With Average Monthly Balance)	
Self-Employment (W-9, EIN/Tax ID #, Articles of Incorporation)	
Business Bank Statements (With Average Monthly Balance)	
Income Verification	
Proof of Property Ownership (If Applicable)	
Renovation Estimates/Quotes/Bids	
Financial Pre-Approval Letter(s) (If Applicable)	
Site Plans, Floor Plans, Renderings, Blueprints	
Right of Entry Waiver (to be completed PRIOR to proposal)	

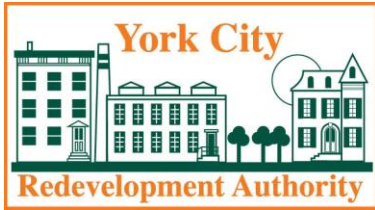
**Board Approval – YES/NO**







**The following pages are yours for information and record-keeping purposes. Thank you for your application. We look forward to working with you to build a better York.**

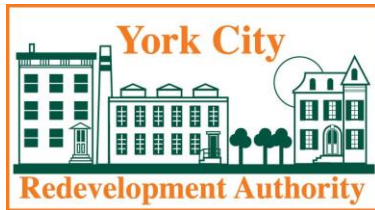


## **RDA Acquisition of Real Property Proposal Checklist**

Reference this list to make sure you've taken all necessary steps **PRIOR** to your RDA Board Review

- ✓ Right of Entry form completed for site visit
- Signed Proposal Review and Consideration Policy
- COMPLETED Application for Acquisition of Real Property
- All required documentation attached
- Schedule appointment with Economic Development and Redevelopment Authority Specialist
- Attend RDA Board Meeting to present proposal (Meets 3<sup>rd</sup> Wednesday of the month at 4pm in York City Council Chambers)

<b>Suggested Documentation (Staff Initial upon Receipt)</b>	<b>Staff Initial</b>
<b>Right of Entry Waiver (to be completed PRIOR to proposal)</b>	
<b>Proof of Current Address</b>	
<b>Pay Stubs (If Applicable)</b>	
<b>Personal Bank Statements (With Average Monthly Balance)</b>	
<b>Self-Employment (W-9, EIN/Tax ID #, Articles of Incorporation)</b>	
<b>Business Bank Statements (With Average Monthly Balance)</b>	
<b>Income Verification</b>	
<b>Proof of Property Ownership (If Applicable)</b>	
<b>Renovation Estimates/Quotes/Bids</b>	
<b>Financial Pre-Approval Letter(s) (If Applicable)</b>	
<b>Site Plans, Floor Plans, Renderings, Blueprints</b>	



## **CONTACTS:**

**YORK CITY HALL: 717-849-2221**

**DEPARTMENT OF ECONOMIC DEVELOPMENT:  
717-849-2264**

**Blanda Nace, Executive Director, RDA  
[bnace@yorkcity.org](mailto:bnace@yorkcity.org)**

**Sharee D. McFadden, RDA Specialist  
[smcfadden@yorkcity.org](mailto:smcfadden@yorkcity.org)**

## **REDEVELOPMENT AUTHORITY BOARD MEETINGS**

### **NOTICE OF PUBLIC MEETINGS**

NOTICE is hereby given that the Redevelopment Authority of the City of York will conduct its regular meetings for the transition of general business during the months of January 2019 through December 2019 in City Council Chambers, 101 South George Street, York, Pennsylvania, 17401 on the third Wednesday of every calendar month at 4:00 p.m. prevailing time, to wit:  
(unless otherwise noted)

**January 16, 2019**

**Agenda items due by 12:00 p.m. 12/21/2018**

**July 17, 2019**

**Agenda items due by 12:00 p.m. 6/21/2019**

**February 20, 2019**

**Agenda items due by 12:00 p.m. 1/18/2019**

**August 21, 2019**

**Agenda items due by 12:00 p.m. 7/19/2019**

**March 20, 2019**

**Agenda items due by 12:00 p.m. 2/22/2019**

**September 18, 2019**

**Agenda items due by 12:00 p.m. 8/23/2019**

**April 17, 2019**

**Agenda items due by 12:00 p.m. 3/22/2019**

**October 16, 2019**

**Agenda items due by 12:00 p.m. 9/20/2019**

**May 15, 2019**

**Agenda items due by 12:00 p.m. 4/19/2019**

**November 20, 2019**

**Agenda items due by 12:00 p.m. 10/18/2019**

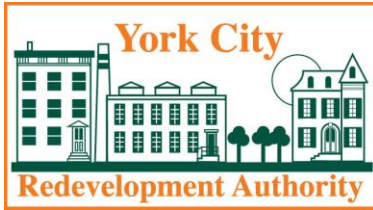
**June 19, 2019**

**Agenda items due by 12:00 p.m. 5/17/2019**

**December 18, 2019**

**Agenda items due by 12:00 p.m. 11/22/2019**

All are open public meetings to which members of the public and other interested persons are invited to attend. Note: If you are a person with a disability and wish to attend these meetings and require any accommodations to participate, please contact Deborah Painter at 717-849-2264. Persons with hearing impairments may contact the Deaf Center at TTD 717-848-6765.



## **FREQUENTLY ASKED QUESTIONS**

### **How long does the RDA Acquisition Proposal process take?**

Within 30 days of submitting your COMPLETED proposal application, RDA staff will notify you with approval or denial of your proposal

### **What is the first step in the process and how can I look at a property I'm interested in?**

The first step in applying for an RDA owned property would be to complete a Right-of-Entry waiver to enter and view the property of interest. Waivers can be completed at the Department of Economic Development, 2<sup>nd</sup> Fl. City Hall, 101 S. George St. York, Pa.

### **Where and when are RDA Board Meetings?**

RDA Board meetings are regularly scheduled for the third (3<sup>rd</sup>) Wednesday of each month at 4 p.m. in City Council Chambers, located on the 1<sup>st</sup> floor of City Hall at 101 S. George St. York. Dates and times may be subject to change. For a full schedule visit [yorkcity.org](http://yorkcity.org)

### **Where can I find RDA Board meeting minutes?**

Once RDA Board meeting minutes are approved, they are posted on [yorkcity.org](http://yorkcity.org) on the Redevelopment Authority page.

### **How much does the RDA sell properties for?**

The RDA does not set sale prices on their properties, interested developers are responsible for making an offer. The RDA Board has the right to accept, reject or negotiate offers.

### **Can I acquire more than one property at once?**

Yes, however a separate application must be completed for each property of interest.

### **Can I use the property for any purpose I choose?**

Yes, if the use complies with applicable building and zoning codes.

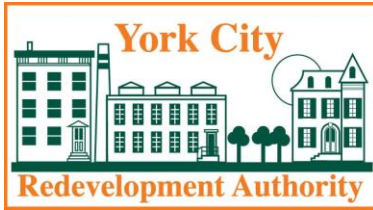
### **How do I contact the RDA?**

Questions, comments, concerns or suggestions for the RDA may be directed to the City of York, Dept. of Economic Development at 717-849-2264 or [smcfadden@yorkcity.org](mailto:smcfadden@yorkcity.org)

### **Do I have to be a professional developer to purchase an RDA owned property? No**

### **How do I find out if a property has a lien, delinquent taxes or utility bills?**

RDA owned properties will NEVER be delinquent in taxes or have any liens on the title, as the RDA is a tax-immune entity.



## **Helpful Terms to Know**

**Acquisition:** Buying or attaining an asset

**Agreement of Sale:** The terms and conditions of sale of a property by the seller to the buyer

**Assessment:** The evaluation or estimation of the nature, quality or ability of something

**Blight:** The neglected or rundown condition of an urban area

**Commercial:** the usage of a property or space for the purposes of generating revenue through business use

**Disposition:** The action of distributing or transferring property or money to someone

**Economic Development:** An increase in the economic wealth of an area or the welfare of its residents

**Investor:** Any person who commits capital with the expectation of a financial return

**Mixed-use:** A type of urban development that blends residential, commercial, cultural, institutional, or entertainment uses

**Multi-Family:** Housing where multiple, separate housing units are contained within one building or several buildings within one complex, commonly called an apartment building

**Option Agreement:** An agreement between a buyer and seller that gives the purchaser of the option, the right to buy or sell a particular asset later, at an agreed upon price

**Redevelopment:** The action or process of developing something again or differently

**Redevelopment Agreement:** A contract between a local authority and a person who owns, or controls property, detailing the obligations of both parties and specifying the standards and conditions that will govern development of the property

**Rehabilitation:** The action of restoring something that has been damaged to its former condition

**Right of Entry:** A waiver of liability to enter a property

**Settlement:** Official agreement of set costs, standard, obligations and terms

**Single-Family:** A stand alone house, free standing residential building

