

The Redevelopment Authority of the City of York

Dear 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.

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
- Frequently Asked Questions

Once your complete proposal and required documentation has been submitted, you may 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:

David Tavarez

Acting Executive Director

Redevelopment Authority of the City of York

rd@yorkcity.org | 717-849-2876

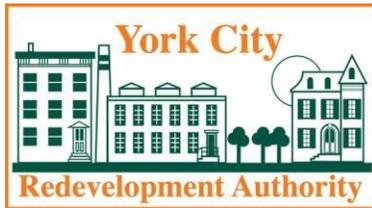
We are excited to see your project come to life and assisting you in this process. Your investment is more than just a property, it is an investment into the success of our city.

Please take time to review all enclosed materials carefully. Incomplete applications will not be considered. All proposals are evaluated based on their alignment with the City's goals for redevelopment, community benefit, and long-term sustainability.

We thank you again for your interest and commitment to the future of the City of York. Together, we can build stronger neighborhoods, create economic opportunity, and bring lasting value to our community.

Sincerely,

Redevelopment Authority of the 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 2nd 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 2nd Floor of York City Hall at 101 South George Street, York PA or via email at bnace@yorkcity.org
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 Redevelopment Agreement 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 proposed plans and financing are approved, the Authority may either transfer the property title to you with deed restrictions requiring project completion, or retain the title while you carry out the work.
6. From the date of approval, you typically 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/rda
- (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)

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

Proposals must be directed to: rda@yorkcity.org

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 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 3rd Wednesday in Council Chambers at City Hall, 101 South George Street, York, PA 17401)

APPLICANT INFORMATION

Full Name: _____

Current Address: _____
(Street, City, State, Zip)

Do you OWN or RENT?

Phone: (Cell) ____ - ____ - ____ (Work) ____ - ____ - ____ (Other) ____ - ____ - ____

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: (Cell) ____ - ____ - ____ (Work) ____ - ____ - ____ (Other) ____ - ____ - ____

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:** _____

OTHER 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.

ANNUAL INCOME	APPLICANT	CO-APPLICANT
INCOME SOURCE		

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.

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

ADDRESS (street, city, state)	% Owned	Delinquent Mortgage Payments	Delinquent Municipal/ City Taxes	Delinquent Sewer/Ref use	Bankruptcy	Payments owed to Fed. Gov., public entity, utility companies
		YES NO	YES NO	YES NO	YES NO	YES NO
		YES NO	YES NO	YES NO	YES NO	YES NO
		YES NO	YES NO	YES NO	YES NO	YES NO

PROPERTY OF INTEREST

Address for property of interest: _____
(Provide Street Number and Name)

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 \$5000.00 and reserves the right to negotiate offers.

Proposed Use of Property: (Commercial/Mixed Use/ Owner-Occupied/Single-family Residential, Single family Rental, or Multi-unit Rental)

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.

2. If you plan to do some or all the work yourself, please describe your experience (length of experience, certifications/licenses, etc.) and provide addresses and photos of properties that can be used as examples of your work

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

1.	_____	_____-_____-_____ Telephone	_____
	Name		Email
2.	_____	_____-_____-_____ Telephone	_____
	Name		Email
3.	_____	_____-_____-_____ Telephone	_____
	Name		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

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

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 typically must be completed within one year of title transfer).

EXAMPLE

PHASE 1	PHASE 2	PHASE 3
GUT 1 ST AND 2 ND FLOOR	INTERNAL LABOR	INPSECTIONS
PLUMBING ESTIMATE	EXTERNAL LABOR	PERMITS
ELECTRICAL ESTIMATE		

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>Total Project Budget: \$ Total ESTIMATED Costs: \$</p>

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: _____

FOR STAFF USE ONLY
APPLICANT INFORMATION

Applicant/Co-applicant: _____ Phone: _____ - _____ - _____

Proposed Property Address: _____

Proposed Offer: \$ _____

- “Right of Entry” form complete and filed – Date: _____
- Application Reviewed
- Currently owned property research complete
- Pre-approval letter received
- Bank statement received
- Date of 1st meeting: _____
- Date of 2nd meeting: _____
- Date of RDA Board Meeting Review: _____
- Reference Check

Notes:

	Staff Initial
Right of Entry Waiver (to be completed PRIOR to proposal)	
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

Staff Initials: _____

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 3rd Wednesday of the month at 4pm in York City Council Chambers)

FREQUENTLY ASKED QUESTIONS

How long does the RDA Acquisition Proposal process take?

Within 30 days of submitting your COMPLETED proposal application, RDA staff will typically 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, 2nd Fl. City Hall, 101 S. George St. York, Pa.

Where can I find RDA Board meeting minutes?

Once RDA Board meeting minutes are approved, they are posted on yorkcity.org/rda 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, and the RDA may limit acquisition based upon your capacity to complete.

Can I use the property for any purpose I choose?

Yes, if the use complies with applicable building and zoning codes. The RDA prioritizes proposals for owner-occupied properties.

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-exempt entity.