**SUBMITTAL REQUIREMENT FORM FOR PROSPECTIVE HOMEOWNERS**

Complete each steps for Proposal then return to OCURA by mail, email, or in person.

* LOT IDENTIFICATION – Tell us what lot(s) you want. Use the map in the document.
	+ - LOT #\_\_\_\_\_\_\_
		- Tell us the type of home(s) you are planning to build on the lot. For example, single-family or duplex. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Tell us an estimate of how many square feet you are expecting the home(s) to have. \_\_\_\_\_\_\_\_\_\_\_sq/ft
* HOME PLAN CONFORMANCE WITH RESIDENTIAL DESIGN AND SITE PLANNING STANDARDS - Read OCURA’s design and planning standards.
	+ - Identify the architectural category intended for each proposed lot based on the Residential Design Standards. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* REDEVELOPER FINANCIAL, DESIGN AND CONSTRUCTION ABILITY TO BUILD THE HOME- Please provide the following:
	+ - A pre-approval letter from a financial institution committing to finance construction of the home(s). (Evidence of Financing will be confirmed prior to the sale of any lot(s).)
		- Name of architect or design professional who will be assisting with design of the home(s). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Name of Contractor/Builder who will be constructing the home(s).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + - Provide the anticipated value of the home(s) to be constructed.

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* TIMEFRAME TO COMPLETE - Provide the timeframe to start and expected time to finish construction of the home(s). Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ - * If necessary, OCURA will negotiate timeframes of the project. (It is not the intent of OCURA to sell lots for land banking by a Redeveloper.)
* EXHIBIT A FORMS - **Sign Forms 1-5 in Exhibit A** of the RFP.
* APPLICATION FEE - Proposals must include a non-refundable application fee of $100 per lot in the form of bank certified check.
	+ - * Unsuccessful proposals will not have this fee returned.
* READ THE ENTIRE RFP PACKET AS IT DESCRIBES ALL OF THE OBLIGATIONS AND REQUIREMENTS.