City of Highland Park Offer to Purchase
Developer Intake Form

(If you need additional space, please attach response on a separate sheet of paper, include section)

Developer/Company Name: __________________________________________ Date: 

Contact Person: ____________________________________________________

Phone: __________________ Fax: __________________ Mobile: __________________

Email: __________________ Website: __________________

PROJECT PROFILE

Project Name: __________________ Location: __________________

Current zoning site: __________________ Will the site need rezoning: ______ Yes ______ No

If yes, what is the proposed zoning: __________________

Project Sponsor(s)/Partner(s):

Name/Organization: ______________________________________________________

Address: _______________________________________________________________

Phone (____) __________________ Fax (____) __________________ Mobile: (____) ____________

Email: __________________ Website: __________________

Type of Project: ☐ Residential ☐ Commercial ☐ Industrial

Project Description: Example – Developer seeks to construct 35 single family detached House.

Projected Market:
Commercial: Office space, retail, industrial Residential: Subsidized Tax credit, Affordable, Market rate.

Number of Units: _____________ Type of Units (For Sale, Rental, and Mix Use) _____________

Projected Total __________________

Development Costs: __________________

Project Financing Preliminary Commitment(s):

____________________________

Proposed Project Start Date __________________

Phases (How many project phases will be required, please outline):

____________________________
Project Completion: When will the project be completed?

Environmental Concerns: Are there any known environmental concerns? Has there been a phase 1 or phase 2 investigations? If so, list below. Investigations:

Support from the City: What action are you currently, or anticipating, requesting from the City of Highland Park? Please be specific.

Please include at least two (2) sets of preliminary site plans; including Performa and renderings/sketches/concept, elevations, and floor plans; as applicable.

DEVELOPER PROFILE

Please include on a separate sheet or submit a Company/Organization/Developer Resume/Portfolio answering the following questions.

1. Applicant Profile
   a. Background
   b. Experience

2. Do you have experience successfully completing similar projects? If yes, please provide a brief description and supporting documentation.

DEVELOPER AFFILIATIONS

Have you previously submitted any proposals or correspondence to any city officials regarding this project? _____ Yes _____ No

To whom: __________________________________________________________

When: ____________________________________________________________

Does any officer, official or employee of the City of Highland Park have any personal interest in the Developer or the proposed project? _____Yes _____No

If yes, please explain:

____________________________________________________________________

Has the Developer or any corporation, organization or party affiliated with the Developer been adjudged bankrupt within the past 5 (five) years? _____Yes _____No

If yes, please list relevant details:

____________________________________________________________________

I certify that neither I nor any of my affiliates possess any indebtedness to the City of Highland Park.

__________________________________________  __________________________
Signature                                      Date