



City of Highland Park – Offer to Purchase Developer Intake Form

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

Developer/Company Name: _____

Contact Person: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____ Website: _____

PROJECT PROFILE

Project Name: _____ Project Location: _____

Current Zoning: _____ 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 homes.

Projected Market:

Commercial: Office space, retail, industrial Residential: 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): _____



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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 investigation? If so, list below. _____

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 Proforma 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: _____

City of Highland Park
Community Economic Development
12050 Woodward Avenue
Highland Park, MI 48203



Contact Information
cclyburn@highlandparkmi.gov
(313) 252-0050

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

Sworn to and subscribed before me this _____ day of _____, 20_____

Notary Public seal and signature