

**MASSACHUSETTS**  
 Executive Office of Housing and Livable Communities  
**Local Initiative Program**  
**Application for Comprehensive Permit Projects**

**INSTRUCTIONS**

Please submit three copies of the application and attachments. Note: only one set of site plan and sample elevations (attachments 11 and 12 noted on page 22) are required. An application fee, payable to the Executive Office of Housing and Livable Communities, shall be submitted with the application. The schedule of fees is as follows:

	<b>Project Fee</b>	<b>plus</b>	<b>Per Unit Fee</b>
Municipality	\$1,000		\$30
Non-Profit	\$1,750		\$40
All Others	\$4,000		\$50

Mail to:

**Local Initiative Program**  
**Executive Office of Housing and Livable Communities (HLC)**  
**100 Cambridge Street, Suite 300**  
**Boston, MA 02114**  
**Attn: Rieko Hayashi, LIP Director**

To complete the application electronically, simply position your cursor on a line and type. Use the tab key to move between questions.

If you have any questions, please refer to the HLC 40B Guidelines, specifically Section VI. For further assistance, contact Rieko Hayashi at 617-573-1426 or [rieko.hayashi@mass.gov](mailto:rieko.hayashi@mass.gov).

NOTE: For Rental Projects, to complete information on Project Feasibility (Section X), go to the One Stop Application at <http://www.mhic.com> and complete Section 3 Sources and Uses and Section 4 Operating Pro Forma. Submit the sections with the Application.

Application Contents:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>I. General Information</li> <li>II. Community Support</li> <li>III. Municipal Contact Information</li> <li>IV. Development Team</li> <li>V. Project Information</li> <li>VI. Site Information</li> <li>VII. Design and Construction</li> </ul> | <ul style="list-style-type: none"> <li>VIII. Surrounding Area</li> <li>IX. Financing</li> <li>X. Project Feasibility</li> <li>XI. Development Schedule</li> <li>XII. Marketing Outreach and Lottery</li> <li>XIII. Checklist of Attachments</li> </ul> |
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January 2016

**MASSACHUSETTS**  
 Department of Housing & Community Development  
**Local Initiative Program**  
**Application for Comprehensive Permit Projects**

**I. GENERAL INFORMATION**

Community: \_\_\_\_\_  
 Name of Development: \_\_\_\_\_  
 Site Address: \_\_\_\_\_  
 Developer: \_\_\_\_\_

1. Type of Housing:  
 Single Family house       Rental  
 Condominium               Age Restricted

2. Project Characteristics:  
 New Construction     Conversion  
 Rehabilitation             Other

3. Total Acres \_\_\_\_\_ Density of Project (units/acre) \_\_\_\_\_

4. Unit Count:  
 Total Number of Units \_\_\_\_\_  
 Market Rate \$ \_\_\_\_\_  
 Affordable \$ \_\_\_\_\_

5. Unit Prices/Rents:  
 Market Rate \$ \_\_\_\_\_  
 Affordable \$ \_\_\_\_\_

Required Signatures for the  
 Comprehensive Permit Project Application  
 Chief Executive Official  
 of Municipality:

Chair, Local Housing Partnership  
 (if applicable):

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**II. COMMUNITY SUPPORT**

1. Letter of Support from Municipality - Attach a letter containing a short narrative on the basics of the project, the history of the project, the ways in which the community is providing support, and how the development team has addressed any concerns the community has. The letter must be signed by the chief elected official of the community.

2. Letter of Support from Local Housing Partnership - If the community has a housing partnership, please attach a letter from them indicating their support for the project. The letter should summarize how the partnership has been working with the developer.

3. Local Contributions - Check off all that apply and provide a brief description at the end.

- Land donation (dollar value \_\_\_\_\_)
- Building donation (dollar value \_\_\_\_\_)
- Marketing assistance
- Other work by local staff
- Density increase
- Waiver of permit fees
- Other regulatory or administrative relief (specify) \_\_\_\_\_
- Local funds (cash)  
Amount \$ \_\_\_\_\_ Source: \_\_\_\_\_
- HOME funds
- Agreement by a lender to provide favorable end-loan financing (ownership projects only)
- Other (specify) \_\_\_\_\_

Briefly explain the contributions: \_\_\_\_\_

4. Municipal Actions and Local Plans - Briefly describe how the project fits with any planning the community has done (e.g. master plan, community development plan, affordable housing plan) and other local land use and regulatory actions that provide the opportunity for affordable housing (including multi-family and overlay districts, inclusionary zoning by-laws and ordinances).

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**III. MUNICIPAL CONTACT INFORMATION**

Chief Elected Official

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Town Administrator/Manager

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

City/Town Planner (if any)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

City/Town Counsel

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Chairman, Local Housing Partnership (if any)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Community Contact Person for this project

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**IV. DEVELOPMENT TEAM INFORMATION (include all development members)**

Developer  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Tax ID \_\_\_\_\_

Contractor  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Tax ID \_\_\_\_\_

Architect  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Tax ID \_\_\_\_\_

Engineer  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Tax ID \_\_\_\_\_

Attorney  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Tax ID \_\_\_\_\_

Housing Consultant  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Tax ID \_\_\_\_\_

Marketing/Lottery Agent  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Tax ID \_\_\_\_\_

**TEAM EXPERIENCE – DEVELOPER/CONTRACTOR QUALIFICATIONS**

Complete the charts on the following pages for all housing projects undertaken by the developer and the contractor during the past five years. Include projects currently in construction. Provide owner references for each project, including a current phone number. Alternatively, a resume outlining the experience that covers the items listed on the chart below may be submitted.

1. Developer: \_\_\_\_\_

Project Summary	Project #1	Project #2	Project #3	Project #4
Project Name:				
Community Address:				
Housing Type:				
Number of Units:				
Total Development Costs:				
Subsidy Program (if applicable):				
Date Completed:				
Reference: Name and Telephone #:				

2. Contractor: \_\_\_\_\_

Project Summary	Project #1	Project #2	Project #3	Project #4
Project Name:				
Community Address:				
Housing Type:				
Number of Units:				
Total Development Costs:				
Subsidy Program (if applicable):				
Date Completed:				
Reference: Name and Telephone #:				

3. Other Chapter 40B Experience

Have you or any members of your team had previous Chapter 40B experience with HLC and/or other subsidizing agencies?  Yes  No

If yes, please explain. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Bankruptcy / Foreclosure

Have you or any entities you control ever filed for bankruptcy or have had a property foreclosed?  Yes  No

If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**DEVELOPER CERTIFICATION**

The undersigned hereby certifies that he/she is \_\_\_\_\_ (Title) of \_\_\_\_\_ (Legal Name of Applicant) and that the information requested below for the project known as \_\_\_\_\_ (Project Name) is complete and that all information contained in this application is true and correct to the best of his/her knowledge. The undersigned Developer agrees to execute HLC model documents, as required. If the Developer is other than a non-profit corporation or public entity, the Developer hereby certifies that it shall comply with all reporting requirements described in 760 CMR 56.00 and as set forth in the LIP Guidelines.

Signature of Developer \_\_\_\_\_

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

Date \_\_\_\_\_

**V. PROJECT INFORMATION**

1. Type of Housing: Total Number of Units  
Single-Family House \_\_\_\_\_  
Condo \_\_\_\_\_  
Rental \_\_\_\_\_  
Other \_\_\_\_\_

2. Total Number of Units Affordable \_\_\_\_\_ Market \_\_\_\_\_

3. Project Style: Total Number of Units  
Detached single-family house \_\_\_\_\_  
Rowhouse/townhouse \_\_\_\_\_  
Duplex \_\_\_\_\_  
Multifamily house (3+ family) \_\_\_\_\_  
Multifamily rental building \_\_\_\_\_  
Other (specify) \_\_\_\_\_

4. Is this an age-restricted (55+) Development? Yes  No   
If yes, please submit a marketing study that demonstrates an understanding of the region's demographics, market demand and the particular strategies necessary to attract buyers to both market and affordable units.

5. Estimate the percentage of the site used for:  
Buildings \_\_\_\_\_ Parking & Paved Areas \_\_\_\_\_  
Usable Open Space \_\_\_\_\_ Unusable Open Space \_\_\_\_\_

6. Is any portion of the project designed for non-residential use? \_\_\_\_\_  
If yes, explain the non-residential uses. \_\_\_\_\_

7. Sustainable Development Design and Green Building Practices

In accordance with the Sustainable Development Principles adopted by Governor Patrick's Administration in 2007, HLC encourages housing development that is consistent with sustainable development design and green building practices. For more information, see Appendix VI.A-1 and VI.B-1 of the 40B Guidelines for a list of links to resources and opportunities related to sustainable development.

A. How will this development follow Sustainable Development Principles?  
\_\_\_\_\_  
\_\_\_\_\_.

B. How will the project maximize energy efficiency and meet Energy Star Standards?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.



C. What elements of "green design" are included in the project (e.g. reduction of energy and water consumption, increasing durability and improving health)?

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8. Project Eligibility

A. Have you ever applied for a project eligibility letter involving any portion of the site, or are you aware of any prior application for a project eligibility letter involving any portion of the site?

Yes  No If yes, explain.

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B. Has the municipality denied a permit on another proposal for this site within the last 12 months?  Yes  No

9. Outstanding Litigation

Is there any outstanding litigation relating to the site?  Yes  No  
If yes, explain.

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10. Unit Composition

Complete the chart below. Include a separate entry for each unit type according to its square foot/age and/or sales price/rent.

Type of Unit	# of Units	# of Bdrms	# of Baths	Gross Sq. Ft.	# of Parking Spaces	Sales Price/Rent	Condo Fee	Handicap Accessible
Affordable	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
Market	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
Other	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____

**VI. SITE INFORMATION**

1. Total Acreage \_\_\_\_\_ Total Buildable Acreage \_\_\_\_\_

2. Describe the current and prior uses of the subject site:

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Existing buildings on site? Yes  No

If yes, describe plans for these buildings:

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3. Current Zoning Classification:

Residential \_\_\_\_\_ (minimum lot size) \_\_\_\_\_

Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Other \_\_\_\_\_

4. Does any portion of the site contain significant topographical features such as wetlands?

Yes  No  If yes, how many acres are wetlands? \_\_\_\_\_

If yes, attach map of site noting wetland areas.

Is map attached?  Yes  No

5. Is the site located within a designated flood hazard area?

Yes  No

If yes, please attach a map of the site with flood plain designations.

Is map attached?  Yes  No

6. Is the site or any building located on the site listed, nominated or eligible for listing on the National Register of Historic Places? Yes  No

7. Is the site within a Historic District? Yes  No

If yes, describe the architectural, structural and landscape features of the area:

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8. In the past three years, have there been any defaults on any mortgage on the property or any other forms of financial distress?

Yes  No  If yes, please explain: \_\_\_\_\_

9.  Indicate which utilities are available to the site:

Public Sewer	<input type="checkbox"/>	Private Septic	<input type="checkbox"/>	Public Streets	<input type="checkbox"/>
Public Water	<input type="checkbox"/>	Private Wells	<input type="checkbox"/>	Private Ways	<input type="checkbox"/>
Natural Gas	<input type="checkbox"/>	Electricity	<input type="checkbox"/>		
On-site Sewer Treatment Facility	<input type="checkbox"/>				
Other	<input type="checkbox"/>	Explain:	_____		

10. Describe any known or suspected hazardous waste sites on or within a ½ mile radius of the project site. \_\_\_\_\_.

11. Has a 21E hazardous waste assessment ever been done on this site? If so, attach a summary of the filing.  Yes  No

12. What waivers will be requested under the comprehensive permit? \_\_\_\_\_

13. Describe the current status of site control and attach copies of relevant deeds or executed agreements.

- A.  Owned by Developer \_\_\_\_\_
- B.  Under Purchase and Sale Agreement \_\_\_\_\_
- C.  Under Option \_\_\_\_\_

Seller: \_\_\_\_\_ Buyer: \_\_\_\_\_

Is there an identity of interest between the Buyer and Seller? If yes, please explain:  
\_\_\_\_\_.

Date of Agreement \_\_\_\_\_ Expiration Date \_\_\_\_\_

Extensions granted? Yes  No  Date of Extension \_\_\_\_\_

Purchase Price \$\_\_\_\_\_

## VII. DESIGN AND CONSTRUCTION

### 1. Drawings

Please submit one set of drawings.

#### **Cover sheet showing written tabulation of:**

- Proposed buildings by design, ownership type, and size. Identity and describe affordable units and handicapped accessible units.
- Dwelling unit distribution by floor, size, and bedroom/bath number
- Square footage breakdown of commercial, residential, community, and other usage in the buildings
- Number of parking spaces

#### **Site plan showing:**

- Lot lines, streets, and existing buildings
- Proposed building footprint(s), parking (auto and bicycle), and general dimensions
- Zoning restrictions (i.e., setback requirements, easements, height restrictions, etc).
- Wetlands, contours, ledge, and other environmental constraints
- Identification of affordable units
- Identification of handicapped accessible units.
- Sidewalks and recreational paths
- Site improvements, including landscaping
- Flood plain (if applicable)

#### **Utilities plan showing:**

- Existing and proposed locations and types of sewage, water, drainage facilities, etc.

Graphic depiction of the design showing:

- Typical building plan
- Typical unit plan for each unit type with square footage tabulation
- Typical unit plan for each accessible unit type with square footage tabulation
- Elevation, section, perspective, or photograph
- Typical wall section

2. **Construction Information**

<b><u>Foundations</u></b>	# Mkt. Units	# Aff. Units	Attic	# Mkt. Units	# Aff. Units
Slab on Grade	_____	_____	Unfinished	_____	_____
Crawl Space	_____	_____	Finished	_____	_____
Full Basement	_____	_____	Other	_____	_____
<b><u>Exterior Finish</u></b>	# Mkt. Units	# Aff. Units	Parking	# Mkt. Units	# Aff. Units
Wood	_____	_____	Outdoor	_____	_____
Vinyl	_____	_____	Covered	_____	_____
Brick	_____	_____	Garage	_____	_____
Fiber Cement	_____	_____	Bicycle	_____	_____
Other	_____	_____			

**Heating System**

Fuel:     Oil                       Gas                       Electric                       Other

Distribution method (air, water, steam, etc.): \_\_\_\_\_

**Energy Efficient Materials**

Describe any energy efficient or sustainable materials used in construction:

\_\_\_\_\_

**Modular Construction**

If modular construction will be used, explain here:

\_\_\_\_\_

**Amenities**

Will all features and amenities be available to market buyers also be available to affordable buyers? If not, explain the differences.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**VIII. SURROUNDING AREA**

1. Describe the land uses in the surrounding neighborhood:

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2. What is the prevailing zoning in the surrounding neighborhood?

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3. How does the project's proposed site plan and design relate to the existing development pattern(s) of the immediately surrounding area?

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4. Describe and note distances to nearby amenities and services such as shopping, schools, parks and recreation, or municipal offices.

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5. Explain how developing the site contributes to smart growth development in the area (e.g. mixed use, reuse, concentrated development).

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6. Is the site located near public transit (bus, subway, commuter rail, etc.)? If so, indicate the type, distance to the nearest stop, and frequency of service.

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**IX. FINANCING**

1. Attach a letter of interest from a construction lender.

Are there any public funds to be used for this project? If yes, indicate the source, amount, use and status of funds:

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Describe the form of financial surety to be used to secure the completion of cost certification for this project

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**X. PROJECT FEASIBILITY**

The section is for developers of home ownership projects.

Developers of multi-family rental projects must use the One Stop Application at <http://www.mhlc.com> and complete Section 3 Sources and Uses and Section 4 Pro Forma.

Ownership Pro Forma

	Total Costs	Per Unit	Per Sq. Ft.	% of Total
(a) Site Acquisition	\$ _____	\$ _____	\$ _____	\$ _____
<b>Hard Costs:</b>	\$ _____	\$ _____	\$ _____	\$ _____
Earth Work	\$ _____	\$ _____	\$ _____	\$ _____
Site Utilities	\$ _____	\$ _____	\$ _____	\$ _____
Roads & Walks	\$ _____	\$ _____	\$ _____	\$ _____
Site Improvement	\$ _____	\$ _____	\$ _____	\$ _____
Lawns & Planting	\$ _____	\$ _____	\$ _____	\$ _____
Demolition	\$ _____	\$ _____	\$ _____	\$ _____
Unusual Site Conditions	\$ _____	\$ _____	\$ _____	\$ _____
(b) Total Site Work	\$ _____	\$ _____	\$ _____	\$ _____
Concrete	\$ _____	\$ _____	\$ _____	\$ _____
Masonry	\$ _____	\$ _____	\$ _____	\$ _____
Metals	\$ _____	\$ _____	\$ _____	\$ _____
Carpentry	\$ _____	\$ _____	\$ _____	\$ _____
Roofing & Insulation	\$ _____	\$ _____	\$ _____	\$ _____
Doors & Windows	\$ _____	\$ _____	\$ _____	\$ _____
Interior Finishes	\$ _____	\$ _____	\$ _____	\$ _____
Cabinets & Appliances	\$ _____	\$ _____	\$ _____	\$ _____
Plumbing & HVAC	\$ _____	\$ _____	\$ _____	\$ _____
Electrical	\$ _____	\$ _____	\$ _____	\$ _____
(c) Total Construction	\$ _____	\$ _____	\$ _____	\$ _____
(d) General Conditions	\$ _____	\$ _____	\$ _____	\$ _____
<b>(e) Subtotal Hard Costs (a+b+c+d)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
(f) Contingency	\$ _____	\$ _____	\$ _____	\$ _____
<b>(g) Total Hard Costs (e+f)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>



<b>Soft Costs:</b>	\$	\$	\$	\$
Permits/Surveys	\$	\$	\$	\$
Architectural	\$	\$	\$	\$
Engineering	\$	\$	\$	\$
Legal	\$	\$	\$	\$
Bond Premium	\$	\$	\$	\$
Real Estate Taxes	\$	\$	\$	\$
Insurance	\$	\$	\$	\$
Security	\$	\$	\$	\$
Developer's Overhead	\$	\$	\$	\$
General Contractor's				
Overhead	\$	\$	\$	\$
Construction Manager	\$	\$	\$	\$
Property Manager	\$	\$	\$	\$
Construction Interest	\$	\$	\$	\$
Financing/Application Fees	\$	\$	\$	\$
Utilities	\$	\$	\$	\$
Maintenance (unsold units)	\$	\$	\$	\$
Accounting	\$	\$	\$	\$
Marketing	\$	\$	\$	\$
<b>(h) Subtotal Soft Costs</b>	\$	\$	\$	\$
(i) Contingency	\$	\$	\$	\$
<b>(j) Total Soft Costs (h+i)</b>	\$	\$	\$	\$
<b>(k) Total Development Costs (g+j)</b>	\$	\$	\$	\$

Profit Analysis (should conform to the pro forma)

Sources:

Affordable projected sales \$ \_\_\_\_\_  
 Market sales \$ \_\_\_\_\_  
 Public grants \$ \_\_\_\_\_  
**(A) Total Sources \$ \_\_\_\_\_**

Uses:

Construction Contract Amount \$ \_\_\_\_\_  
**(B) Total Development Costs \$ \_\_\_\_\_**

Profit:

**(C) Total Profit (A-B) \$ \_\_\_\_\_**  
**(D) Percentage Profit (C/B) \$ \_\_\_\_\_**

Cost Analysis (should conform to the pro forma)

Total Gross Building Square Footage \_\_\_\_\_  
 Residential Construction Cost per Sq. Ft. \$ \_\_\_\_\_  
 Total Hard Costs per Sq. Ft. \$ \_\_\_\_\_  
 Total Development Costs per Sq. Ft. \$ \_\_\_\_\_  
 Sales per Sq. Ft. \$ \_\_\_\_\_  
 (do not include proceeds from public grants)

**XI. DEVELOPMENT SCHEDULE**

Complete the chart below by providing the appropriate month and year. Fill in only as many columns as there are phases. If there will be more than three phases, add columns as needed.

	Phase 1	Phase 2	Phase 3	Total
Number of affordable units	_____	_____	_____	_____
Number of market units	_____	_____	_____	_____
Total by phase	_____	_____	_____	_____

Please complete the following chart with the appropriate projected dates:

	Phase 1	Phase 2	Phase 3	Total
All permits granted	_____	_____	_____	_____
Construction start	_____	_____	_____	_____
Marketing start – affordable units	_____	_____	_____	_____
Marketing start – market units	_____	_____	_____	_____
Construction completed	_____	_____	_____	_____
Initial occupancy	_____	_____	_____	_____

## **XII.    MARKETING OUTREACH AND LOTTERY**

Affirmative Fair Housing Marketing Plan:

Please submit your Affirmative Fair Housing Marketing Plan (AFHMP), prepared in accordance with Section III of the 40B Guidelines, and a description of the lottery process that will be used for this project. This shall describe:

- Information materials for applicants that will be used that provides key project information;
- Eligibility requirements;
- Lottery and resident selection procedure;
- Any preference system being used (Note: if local preference is proposed for this project, demonstration of the need for local preference must be demonstrated and accepted by HLC);
- Measures to ensure affirmative fair marketing including outreach methods;
- Application materials that will be used; and
- Lottery Agent.

## **XIII.   CHECKLIST OF ATTACHMENTS**

The following documentation must accompany each application:

1.     Letter of support signed by Chief Elected Officer of municipality
2.     Letter of support from local housing partnership (if applicable)
3.     Signed letter of interest from a construction lender
4.     Map of community showing location of site
5.     Check payable to HLC
6.     Rationale for calculation of affordable purchase prices or rents (see Instructions)
7.     Copy of site control documentation (deed or Purchase & Sale or option agreement)
8.     21E summary (if applicable)
9.     Photographs of existing building(s) and/or site
10.    Site Plan showing location of affordable units
11.    Sample floor plans and/or sample elevations
12.    Proposed marketing and lottery materials

N. B.: Appraisal: HLC will commission an appraisal, for which the sponsor of the project will pay. We will not issue a Project Eligibility Letter until that appraisal has been completed and accepted by HLC.