

MASSACHUSETTS
Department of Housing and Community Development
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 Department of Housing and Community Development, shall be submitted with the application. The schedule of fees is as follows:

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

Mail to:

Local Initiative Program
Department of Housing & Community Development
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 DHCD 40B Guidelines, specifically Section VI. For further assistance, contact Rieko Hayashi at 617-573-1426 or 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:

- | | |
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| I. General Information | VIII. Surrounding Area |
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January 2016

MASSACHUSETTS
Department of Housing & Community Development
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I. GENERAL INFORMATION

Community: Rowley
Name of Development: Rowley Farms Development
Site Address: Daniels Road and Route 133
Developer: Ted Speros: TBD Limited Dividend Organization

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

2. Project Characteristics:
x New Construction ☐ Conversion
☐ Rehabilitation ☐ Other

3. Total Acres 48.06 Density of Project (units/acre) 8.1 units/1 Acre

4. Unit Count:

Total Number of Units 392
Market Rate 294
Affordable 98

5. Unit Prices/Rents:
Market Rate ~~\$\$\$2,300-\$3,900~~
Affordable \$1,899-\$2,664

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

Chair, Local Housing Partnership
(if applicable):

Signature: 

Signature: NA

Print Name: Clifford Pierce, Chair

Print Name: _____

Date: Dec. 20, 2023

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).

The Housing Production Plan (HPP) has recently expired. The town has initiated the update to the HPP. Community meetings will occur in January 2024 with completion anticipated in June 2024.

III. MUNICIPAL CONTACT INFORMATION

Chief Elected Official

Name Clifford Pierce, Chairman
Address Town of Rowley, 139 Main St, P.O.Box 275, Rowley, MA 01969
Phone 978-948-2081
Email _____

Town Administrator/Manager

Name Deborah M. Eagan, Town Administrator
Address Town of Rowley, 139 Main St., P.O. Box 275, Rowley, MA 01969
Phone 978-948-2708
Email debbie@townofrowley.org

City/Town Planner (if any)

Name Kirk Baker, Town Planner
Address Town of Rowley, 39 Central St., P.O. Box 714, Rowley, MA 01969
Phone 978-948-5549
Email kirk.baker@townofrowley.org

City/Town Counsel

Name Thomas A. Mullen, Esquire
Address 40 Salem St., Suit 12 Lynnfield, MA 01940
Phone 781-245-2284
Email tmullen@tomasmullenpc.com

Chairman, Local Housing Partnership (if any)

Name N/A
Address _____
Phone _____
Email _____

Community Contact Person for this project

Name Deborah M. Eagan, Town Administrator
Address see above
Phone _____
Email _____

IV. DEVELOPMENT TEAM INFORMATION (include all development members)

Developer

Name Rowley Farms Development LLC
Address 3 Brighton St., Belmont, MA 02478
Phone 617-719-5344
Email tedsperos@gmail.com
Tax ID 87-4614289

Contractor

Name Patrick Callahan, President, Callahan Construction Managers Inc.
Address 80 First Street, Bridgewater, MA 02324
Phone 508-279-0012
Email pcallahan@callahanb-inc.com
Tax ID _____

Architect

Name Jeremy Baldwin, AIA, Mauge DeStephano Architects
Address 200 Ayer Rd., Suite 200, Harvard, MA 01451
Phone 978-456-2873
Email jbaldwin@maugel.com
Tax ID _____

Engineer

Name Katie Enright, PE, Howard Stein Hudson
Address 114 Turnpike Rd, Suite 2c, Chelmsford, MA 01824
Phone 617-348-3308
Email kenright@hshassoc.com
Tax ID _____

Attorney

Name Robert C. Buckley, Esquire, Reimer & Braunstein LLP
Address 700 District Ave, 11th fl., Burlington, MA 01803
Phone 617-880-3537
Email rbuckley@reimerlaw.com
Tax ID _____

Housing Consultant

Name Wendy Cohen, President, New Seasons Development LLC
Address P.O. Box 155, Hudson, MA 01749
Phone 978-875-2187
Email wcohen@newseasonsdevelopment.com
Tax ID _____

Marketing/Lottery Agent

Name John Costello, Maloney Properties
Address 72 Mica Lane, Wellesly, MA 02481
Phone 617-675-6444
Email jcostello@maloneyproperties.com
Tax ID _____

See Attached for Additional Team Members (Dolben - Property Management) & (Bohler – Landscape Engineer)

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. See Attachment for Developer ("Rowley Farms Development Bios")

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: Callahan Construction (see attached called "Callahan Construction Bio")

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 DHCD and/or other subsidizing agencies? ☒ Yes ☐ No
If yes, please explain. See attachment for 40B experience.

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 Theodore Speros (Title) of Rowley Farms Development LLC (Legal Name of Applicant) and that the information requested below for the project known as Rowley Farms Development (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 DHCD 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

A handwritten signature in black ink, appearing to read "Theodore Speros", is written over a horizontal line.

Print Name: Theodore Speros, ATS ROWLEY MANAGER, LLC,

Manager Date 12/13/2023

V. PROJECT INFORMATION

1.	Type of Housing:	Total Number of Units
	Single-Family House	_____
	Condo	_____
	Rental	<u>392</u>
	Other	_____

2. Total Number of Units Affordable 98 Market 294

3.	Project Style:	Total Number of Units
	Detached single-family house	_____
	Rowhouse/townhouse	<u>60</u>
	Duplex	_____
	Multifamily house (3+ family)	_____
	Multifamily rental building	<u>332</u>
	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 9.99% Parking & Paved Areas 25.09%
Usable Open Space 39.63% Unusable Open Space 25.29%

6. Is any portion of the project designed for non-residential use? No
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, DHCD 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? The development will "Make Efficient Decisions" via the comprehensive permitting process: "Expand Housing Opportunities" for market rate and affordable renters.

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

The architecture at the Village at the Rowley Country Club will have several design approaches for energy efficiency and sustainability. Rowley is a Stretch Energy Code community and therefore the project will fall under the 2021 IECC with Massachusetts Amendments + Stretch Code Amendments.

The project will feature all-electric building systems to further reduce the dependency on fossil fuels. Appliances will have energy star ratings that will further reduce energy usage. To reduce lighting power, all lighting will be LED. The project will include heating and cooling efficiency improvements that will exceed the 2021 IECC sections C406.2.3 and C406.2.4.

The buildings will feature an enhanced thermal envelope that will exceed the requirements of the 2021 IECC and Stretch Code. This envelope will utilize insulation with high R-values and continuous insulation along with an enhanced envelope performance. The envelope will reduce and minimize thermal bridging to create a highly efficient thermal envelope. The windows will feature triple glazing for an energy efficient U-factor.

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

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.

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.

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	<u>98</u>	_____	_____	_____		_____	<u>NA</u>	x # <u>4</u>
Studio	<u>9</u>	<u>0</u>	<u>1</u>	<u>630</u>	<u>1.86</u>	<u>\$1,899</u>	_____	x # <u>1</u>
1 Bdrm	<u>44</u>	<u>1</u>	<u>1</u>	<u>715</u>	<u>1.86</u>	<u>\$2,015</u>	_____	x # <u>1</u>
1 Bdrm+	<u>4</u>	<u>1</u>	<u>1</u>	<u>906</u>	<u>1.86</u>	<u>\$2,015</u>	_____	☐ # _____
2 Bdrm	<u>26</u>	<u>2</u>	<u>2</u>	<u>1130</u>	<u>1.86</u>	<u>\$2,371</u>	_____	x # <u>2</u>
3 Bdrm	<u>15</u>	<u>3</u>	<u>2</u>	<u>1345</u>	<u>2.22</u>	<u>\$2,664</u>	_____	☐ # _____
Market	<u>294</u>	_____	_____	_____			_____	☒ # <u>21</u>
Studio	<u>26</u>	<u>0</u>	<u>1</u>	<u>630</u>	<u>1.86</u>	<u>\$2,300</u>	_____	☒ # <u>4</u>
1 Bdrm	<u>133</u>	<u>1</u>	<u>1</u>	<u>715</u>	<u>1.86</u>	<u>\$2,490</u>	_____	☒ # <u>11</u>
1 Bdrm+	<u>12</u>	<u>1</u>	<u>1</u>	<u>906</u>	<u>1.86</u>	<u>\$2,490</u>	_____	☐ # _____
2 Bdrm	<u>78</u>	<u>2</u>	<u>2</u>	<u>1130</u>	<u>1.86</u>	<u>\$3,100</u>	_____	☒ # <u>6</u>
3 Bdrm	<u>45</u>	<u>3</u>	<u>2</u>	<u>1345</u>	<u>2.22</u>	<u>\$3,900</u>	_____	☐ # _____
<u>392 Total</u>								

VI. SITE INFORMATION

1. Total Acreage 48.06A Total Buildable Acreage 44.97A
2. Describe the current and prior uses of the subject site: The site is a wooded area, partially improved with an existing subdivision way (Hutts Lane), a driveway, cart paths, a single family home and an old warehouse that was used for a commercial operation.

Existing buildings on site? Yes ☒ No ☐

There is one residential dwelling that will be vacated in August 2023. That structure that will be demolished. The second structure, a former small commercial building is partially destroyed and will also be demolished.

3. Current Zoning Classification:

Residential ☒ (minimum lot size) 60,000 sq. ft.

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 3.09A

If yes, attach map of site noting wetland areas.

Is map attached? ☒ Yes ☐ No "Refer to Grading, Drainage and Utility Plan"

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 Refer to "Locus Map"-lower left side

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:

_____.

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 ☐

Public Water ☒

Natural Gas ☐

On-site Sewer Treatment Facility ☒

Other ☐

Explain: _____

Private Septic ☒

Private Wells ☐

Electricity ☐

Public Streets ☒

Private Ways ☒

10. Describe any known or suspected hazardous waste sites on or within a ½ mile radius of the project site. The Ma DEP has assigned Release Tracking No. 3-0034635 to the [fuel] oil release and further assessment, remediation and risk characterization that needs to be performed to achieve a permanent solution un MGL 21E.
11. Has a 21E hazardous waste assessment ever been done on this site? If so, attach a summary of the filing. ☐ Yes x No
12. What waivers will be requested under the comprehensive permit? Refer to "Cover Sheet in Site Plans.
13. Describe the current status of site control and attach copies of relevant deeds or executed agreements.
- A. x Owned by Developer Theodore Speros
- B. ___ Under Purchase and Sale Agreement _____
- C. x Under Option 2 options attached
1. Seller: Michael McLaughlin Buyer: Theodore Speros
2. Seller: Debra Ricker Buyer: Rowley Farms Development LLC

Is there an identity of interest between the Buyer and Seller? If yes, please explain: No

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:

- x Lot lines, streets, and existing buildings Refer to "Locus Map"
- x Proposed building footprint(s), parking (auto and bicycle), and general dimensions Refer to "Overall Layout Plan"
- x Zoning restrictions (i.e., setback requirements, easements, height restrictions, etc). Refer to "Cover Sheet"
- x Wetlands, contours, ledge, and other environmental constraints "Refer to Grading, Drainage and Utility Plan"
- ☒ Identification of affordable units
- ☒ Identification of handicapped accessible units.
- x Sidewalks and recreational paths Refer to Overall Layout Plan"
- x Site improvements, including landscaping "Refer to Grading, Drainage and Utility Plan" and "Overall Landscape Plan"
- x Flood plain (if applicable) Refer to "Locus Map"-lower left side

Utilities plan showing:

- x Existing and proposed locations and types of sewage, water, drainage facilities, etc. Refer to "Grading, Drainage and Utility Plan"

Graphic depiction of the design showing:

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

2. **Construction Information**

	#	# Aff.		#
<u>Foundations</u>	Mkt. Units	Units	Attic	
Slab on Grade	<u>294</u>	<u>98</u>	Unfinished	_____
Crawl Space	_____	_____	Finished	_____
Full Basement	_____	_____	Other	_____
	#	# Aff.		#
<u>Exterior Finish</u>	Mkt. Units	Units	Parking	598
Wood	<u>No</u>	<u>No</u>	Outdoor	<u>577</u>
Vinyl	<u>Yes</u>	<u>Yes</u>	Covered	_____
Brick	<u>No</u>	<u>No</u>	Garage	<u>21</u>
Fiber Cement	<u>Yes</u>	<u>Yes</u>	Bicycle	_____
Other	<u>Yes</u>	<u>Yes</u>		

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:

The buildings will feature an enhanced thermal envelope that will exceed the requirements of the 2021 IECC and Stretch Code. This envelope will utilize insulation with high R-values and continuous insulation along with an enhanced envelope performance. The envelope will reduce and minimize thermal bridging to create a highly efficient thermal envelope. The windows will feature triple glazing for an energy efficient U-factor.

The project will include heating and cooling efficiency improvements that will exceed the 2021 IECC sections C406.2.3 and C406.2.4.

Modular Construction

If modular construction will be used, explain here:

NA

Amenities

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

On site amenities for all project residents will include: a clubhouse, mail station, leasing office, amenity space, pavilion. Recreational opportunities include outdoor swimming pool, fitness center, pickleball court, chipping green, multi-modal walking trails, sidewalks, dog park and co-working space. All individual residential units will equally offer the same features.

VIII. SURROUNDING AREA

1. Describe the land uses in the surrounding neighborhood: Adjacent to the site there are single-family homes with various architectural styles including ranches, capes and farmhouses. While most of the area is single family home, within a short distance there are also multifamily developments and farmlands.

2. What is the prevailing zoning in the surrounding neighborhood?
Single family homes, 60,000 sq. ft.

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

The buildings are carefully situated throughout the site to respect and co-exist with the surrounding neighborhoods. The townhomes-of smaller scale than the apartments- are sited closest to Haverhill St. and Silva Lane. The apartments are located closer the Daniels Rd. portion of the site. The smaller apartment buildings are located closer to the adjacent proprieties while the larger scale are more centrally located. This layout respects the smaller structures surrounding the site. All the proposed buildings will feature pitched roofs and dormers to visually connect with the existing architectural styles surrounding the site and further reduce the scale of the buildings. The proposed design accounts for ample greenspace buffers surround each building to soften the landscape.

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

Adjacent to the site is a 9-hole golf course. The Police Department is .3 miles, town hall is approximately 2 miles. Within .3 miles is Eiras Park, a 16 A site with athletic fields, playground and a nature preserve. Also, within .3 miles is Hunsley Hills, a 104A conservation area with hiking trails. There are a variety of retail establishments along Rts.133 and 1 that include pharmacy, grocery, retail and dining services within 1.2 miles. The MBTA commuter rail is 3.5 miles away.

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

The development will provide new housing opportunities for affordable and market rate renters. A streamlined permitting process is possible to the comprehensive permit.

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.

The Rowley Train Station is part of the Newburyport/Rockport Commuter Rail Line, approximately 3.5 miles from the project site.

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: No

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

X. PROJECT FEASIBILITY See Attachment One Stop: Forms 3 and 4

The section is for developers of home ownership projects.

Developers of multi-family rental projects must use the One Stop Application at <http://www.mhic.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	\$ _____	\$ _____	\$ _____	\$ _____
Hard Costs:	\$ _____	\$ _____	\$ _____	\$ _____
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	\$ _____	\$ _____	\$ _____	\$ _____
(e) Subtotal Hard Costs (a+b+c+d)	\$ _____	\$ _____	\$ _____	\$ _____
(f) Contingency	\$ _____	\$ _____	\$ _____	\$ _____
(g) Total Hard Costs (e+f)	\$ _____	\$ _____	\$ _____	\$ _____

Soft Costs:	\$	\$	\$	\$
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	\$	\$	\$	\$
(h) Subtotal Soft Costs	\$	\$	\$	\$
(i) Contingency	\$	\$	\$	\$
(j) Total Soft Costs (h+i)	\$	\$	\$	\$
(k) Total Development Costs (g+j)	\$	\$	\$	\$

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	<u>49</u>	<u>49</u>		<u>98</u>
Number of market units	<u>147</u>	<u>147</u>		<u>294</u>
Total by phase	<u>196</u>	<u>196</u>		<u>392</u>

Please complete the following chart with the appropriate projected dates:

	Phase 1	Phase 2	Phase 3	Total
All permits granted	<u>11/24</u>	_____	_____	_____
Construction start	<u>12/24</u>	_____	_____	_____
Marketing start – affordable units	<u>3/25</u>	_____	_____	_____
Marketing start – market units	<u>6/25</u>	_____	_____	_____
Construction completed	<u>12/26</u>	_____	_____	_____
Initial occupancy	<u>12/25</u>	_____	_____	_____

XII. MARKETING OUTREACH AND LOTTERY

Affirmative Fair Housing Marketing Plan:

The AFHMP will be developed by the EOHLC approved marketing and lottery agent following 40B Guidelines and Affirmative Furthering Fair Housing.

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 DHCD);
- 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 (Not applicable)
3. x Signed letter of interest from a construction lender
4. ☒ Map of community showing location of site
5. ☐ Check payable to DHCD (sent separately)
6. ☒ Rationale for calculation of affordable purchase prices or rents (see Instructions)
7. x Copy of site control documentation (deed or Purchase & Sale or option agreement)
8. ☐ 21E summary (Not applicable)
9. ☒ Photographs of existing building(s) and/or site
10. ☒ Site Plan showing location of affordable units
11. x Sample floor plans and/or sample elevations
12. ☐ Proposed marketing and lottery materials (Not available at this time)

N. B.: Appraisal: DHCD 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 DHCD.