

**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: Alana Murphy, Deputy Associate 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 Alana Murphy at 617-573-1301 or [alana.murphy@mass.gov](mailto:alana.murphy@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:**

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| I. General Information             | VIII. Surrounding Area              |
| II. Community Support              | IX. Financing                       |
| III. Municipal Contact Information | X. Project Feasibility              |
| IV. Development Team               | XI. Development Schedule            |
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| VII. Design and Construction       |                                     |

January 2016

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

**I. GENERAL INFORMATION**

Community: Manchester by the Sea  
Name of Development: The Sanctuary at Manchester-by-the-Sea  
Site Address: Assessor's Map 43, Lot 18 School Street  
Developer: SLV School Street, LLC

1. Type of Housing:  
☐ Single Family house      ☒ Rental  
☐ Condominium      ☐ Age Restricted
  
2. Project Characteristics:  
☒ New Construction    ☐ Conversion  
☐ Rehabilitation      ☐ Other
  
3. Total Acres 23.72      Density of Project (units/acre) 6.6 units/acre
  
4. Unit Count: 157  
  
Total Number of Units 157  
Market Rate 117  
Affordable 40
  
5. Unit Prices/Rents:  
Market Rate \$2,500 to \$4,000  
Affordable \$1,751 to \$2,053

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: The proposed development at its current density greatly exceeds what would be allowed under current zoning.

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 School Street Project helps the Town address its deficit in both Affordable Housing and Housing Diversity as identified in its 2016 Housing Production Plan and in its 2019 Comprehensive Master Plan.*

*The 2016 HPP identifies Rental Housing as the priority housing need in Manchester.*

<http://www.manchester.ma.us/DocumentCenter/View/636/Approved-Housing-Production-Plan-PDF?bidId=>

*The 2019 Master Plan identifies the need for affordable housing (both rental and ownership) and housing options other than single family.*

<http://www.manchester.ma.us/DocumentCenter/View/2931/Final-Draft-Master-Plan--Final-formatted-Plan-with-images-maps-and-implementation-matrix-available-soon>

*In seeking to implement recommendations of its Master Plan the Town is looking to update its zoning bylaws to support more diversity in its housing and is seeking to establish a 40R zoning district to support housing and commercial development within a new smart growth neighborhood.*

### III. MUNICIPAL CONTACT INFORMATION

#### Chief Elected Official

Name Eli G Boling  
Address 10 Central Street, Manchester-by-the-Sea, MA 01944  
Phone 978-526-2000  
Email Bolinge@manchester.ma.us

#### Town Administrator/Manager

Name Gregory Federspiel  
Address 10 Central Street, Manchester-by-the-Sea, MA 01944  
Phone 978-526-2000  
Email federspielg@manchester.ma.us

#### City/Town Planner (if any)

Name Sue Brown  
Address 10 Central Street, Manchester-by-the-Sea, MA 01944  
Phone 978-525-6436  
Email browns@manchester.ma.us

#### City/Town Counsel

Name TBD  
Address  
Phone  
Email

#### Chairman, Local Housing Partnership (if any)

Name Manchester Affordable Housing Trust  
Address 10 Central Street, Manchester-by-the-Sea, MA 01944  
Phone 978-525-6436  
Email browns@manchester.ma.us

#### Community Contact Person for this project

Name Sue Brown  
Address 10 Central Street, Manchester-by-the-Sea, MA 01944  
Phone 978-525-6436  
Email browns@manchester.ma.us

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

##### Developer

Name SLV School Street, LLC  
Address 257 Hillside Avenue, Needham MA 02494  
Phone 617-782-2300 x202  
Email gengler@s-e-b.com  
Tax ID 84-3811308

##### Contractor

Name TBD  
Address  
Phone  
Email  
Tax ID

##### Architect

Name Embarc Studio  
Address 60 K Street, 3<sup>rd</sup> Floor, Boston MA 02127  
Phone 617-766-8330  
Email driggs@embarcstudio.com  
Tax ID

##### Engineer

Name Allen & Major Associates  
Address 100 Commerce Way, Woburn, MA. 01801  
Phone 781-305-9431  
Email cquinn@allenmajor.com  
Tax ID

##### Attorney

Name Jason Pithie & Associates  
Address 158 Pleasant Street, South Weymouth, MA 02190  
Phone 781-682-9010  
Email jaypithie@pithielaw.com  
Tax ID

##### Housing Consultant

Name SEB, LLC  
Address 257 Hillside Avenue, Needham MA 02494  
Phone 617-782-2300 x202  
Email gengler@s-e-b.com  
Tax ID

##### Marketing/Lottery Agent

Name SEB Housing, LLC  
Address 257 Hillside Avenue, Needham MA 02494  
Phone 617-782-2300 x203  
Email brian@sebhousing.com  
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: SLV School Street, LLC (subsidiary of Strategic Land Ventures, LLC)

Project Summary	Project #1	Project #2	Project #3	Project #4
Project Name:	77 Court	The Kendrick	416 Cambridge Street	19-35 River Street
Community Address:	77 Court Street, Newton 02460	275 2 <sup>nd</sup> Avenue, Needham 02494	416 Cambridge Street Winchester MA. 01890	19-35 River Street, Winchester, MA. 01890
Housing Type:	Condo	Apartment	Apartment	Apartment
Number of Units:	36	390	96	147
Total Development Costs:	\$22,000,000	\$145,000,000	\$48,000,000	\$77,000,000
Subsidy Program (if applicable):	LIP	LIP	Masshousing/NEF	Masshousing/NEF
Date Completed:	Feb 2018	June 2019	Fall 2022 (Estimated)	Fall 2022 (Estimated)
Reference: Name and Telephone #:	Geoffrey Engler (617) 276-7261	Bill Lovett (781) 202-9456	Geoffrey Engler (617) 276-7261	Geoffrey Engler (617) 276-7261

### 2. Contractor: TBD

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. *The Principals of SLV School Street have done many LIP projects for other developers and for their own account. Most recently, 77 Court in Newton, The Kendrick in Needham, 39 Main Street in Medway, and Medfield Meadows in Medfield.*

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. NA

DEVELOPER CERTIFICATION

The undersigned hereby certifies that he/she is Manager (Title) of SLV School Street, LLC (Legal Name of Applicant) and that the information requested below for the project known as The Sanctuary at Manchester by the Sea (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



Print Name: Geoffrey Engler

Date September 26th 2020

**V. PROJECT INFORMATION**

1.	Type of Housing:	Total Number of Units
	Single-Family House	
	Condo	
	Rental	<u>157</u>
	Other	

2.	Total Number of Units	Affordable 40	Market 117
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3.	Project Style:	Total Number of Units
	Detached single-family house	
	Rowhouse/townhouse	
	Duplex	
	Multifamily house (3+ family)	
	Multifamily rental building	<u>157</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 8.5%      Parking & Paved Areas 6.0%  
Usable Open Space 77%      Unusable Open Space 8.5%

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 proposed development greatly exceeds the allowable density under existing zoning. Moreover, this development features a housing type and style in great demand in this region and in even greater demand in Manchester-by-the-Sea as there is not one single project in Town consistent with this proposed development. It will also feature 40 units of affordable housing in a highly desirable and affluent suburban community and directly proximate to the 128 highway corridor.*

B. How will the project maximize energy efficiency and meet Energy Star Standards? *The project will meet or exceed all Energy Star and Stretch Code requirements. The development will feature all Energy Star rated appliances and or low/non-toxic building materials. Each unit will feature low flow fixtures, reducing the*



*water consumption. Moreover, an on-site waste water treatment plan will feature the most current technologies to handle all project effluent.\_*

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 previous response. Moreover, specific design and construction details will be more further defined and enhanced later during the design development stages of the project.*

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>20</u>	<u>1</u>	<u>1</u>	<u>835-1,010</u>	<u>1</u>	<u>1,751</u>	<u>NA</u>	<input checked="" type="checkbox"/> # <u>1</u>
	<u>16</u>	<u>2</u>	<u>2</u>	<u>1,015-1,215</u>	<u>1</u>	<u>1,898</u>	<u>NA</u>	<input checked="" type="checkbox"/> # <u>1</u>
	<u>4</u>	<u>3</u>	<u>2</u>	<u>1,190-1,270</u>	<u>1</u>	<u>2,053</u>	<u>NA</u>	<input type="checkbox"/> # <u>      </u>
								<input type="checkbox"/> # <u>      </u>
Market	<u>60</u>	<u>1</u>	<u>1</u>	<u>835-1,010</u>	<u>1</u>	<u>\$2,500 - \$2,900</u>	<u>NA</u>	<input checked="" type="checkbox"/> # <u>3</u>
	<u>45</u>	<u>2</u>	<u>2</u>	<u>1,015-1,215</u>	<u>1</u>	<u>\$3,000 to \$3,500</u>	<u>NA</u>	<input checked="" type="checkbox"/> # <u>2</u>
	<u>12</u>	<u>3</u>	<u>2</u>	<u>1,190-1,270</u>	<u>1</u>	<u>\$3,500 to \$4,000</u>	<u>NA</u>	<input checked="" type="checkbox"/> # <u>1</u>
								<input type="checkbox"/> # <u>      </u>
Other	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<input type="checkbox"/> # <u>      </u>
	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<input type="checkbox"/> # <u>      </u>

## VI. SITE INFORMATION

1. Total Acreage 23.7 Total Buildable Acreage 21.7
2. Describe the current and prior uses of the subject site: The property is vacant with no structures. Many years ago, it was a gravel/sand pit of some sort..

Existing buildings on site? Yes ☐ No ☒

If yes, describe plans for these buildings: NA

3. Current Zoning Classification:

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

Commercial 390-Land C 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? 2.02

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:

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 ☐

Private Septic ☐

Private Wells ☐

Electricity ☒

Public Streets ☒

Private Ways ☐

Explain: \_\_\_\_\_

10. Describe any known or suspected hazardous waste sites on or within a ½ mile radius of the project site. *No known releases on or proximate to the 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?  
*There will be multiple waivers requested including waivers relating to use, height and density.*

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: George A. Brown Revocable Living Trust & Brown Family Irrevocable Trust of 2012  
Buyer: SLV School Street, LLC

Is there an identity of interest between the Buyer and Seller? If yes, please explain: None.

Date of Agreement November 26<sup>th</sup> 2019      Expiration Date 9/31/2026

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

Purchase Price \$4,000,000

## 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	<u>117</u>	<u>40</u>	Unfinished		
Crawl Space			Finished		
Full Basement			Other		
<b><u>Exterior Finish</u></b>	# Mkt. Units	# Aff. Units	Parking	# Mkt. Units	# Aff. Units
Wood			Outdoor	<u>16</u>	<u>16</u>
Vinyl			Covered		
Brick			Garage	<u>191</u>	<u>40</u>
Fiber Cement	<u>117</u>	<u>40</u>	Bicycle	<u>tbd</u>	<u>tbd</u>
Other					

**Heating System**

Fuel: ☐ Oil ☒ Gas ☐ Electric ☐ Other

Distribution method (air, water, steam, etc.): *not yet determined*

**Energy Efficient Materials**

Describe any energy efficient or sustainable materials used in construction:

*The project will meet or exceed all Energy Star and Stretch Code requirements. The development will feature all Energy Star rated appliances and or low/non-toxic building materials. Each unit will feature low flow fixtures, reducing the water consumption. Moreover, an on-site waste water treatment plan will feature the most current technologies to handle all project effluent.*

**Modular Construction**

If modular construction will be used, explain here:

*Not applicable*

**Amenities**

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

*Yes – all amenities will be available to all residents*

## VIII. SURROUNDING AREA

1. Describe the land uses in the surrounding neighborhood:

*The property has no direct abutters of any kind. There is a combination of vacant and conservation land abutting the property. There is a tennis club on the opposite side of School Street diagonal from the subject property. There are no residential uses proximate to the property*

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

*Limited Commercial*

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

*This proposed project is located in a perfect area as the site allows for large vegetated buffers to exist between the disturbed area of the site and the property boundaries. There are no real structures proximate to the proposed development, as such; there is no real development pattern to relate to.*

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

*The Site is approximately 1.5 miles to the Manchester-by-the-Sea downtown village center which features shopping, dining, transportation and commercial options. The Site is immediately proximate to Route 128 and is only a few hundred feet from Manchester conservation land which features walking trails and other passive recreation opportunities.*

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

*The proposed development provides high density housing in a thoughtful and architecturally interesting program. The proposed development, and associated activity, will not disturb any existing residences or immediate neighbors.*

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 site is located approximately 1.5 miles to the Manchester by the Sea commuter rail stop (40 Beach Street), but is only several hundred feet from the exit ramp on to Route 128.*

## **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 Public funds will be used for this project*

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

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</b>				
<b>(a+b+c+d)</b>	\$ _____	\$ _____	\$ _____	\$ _____
(f) Contingency	\$ _____	\$ _____	\$ _____	\$ _____
<b>(g) Total Hard Costs (e+f)</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>	\$	\$	\$	\$
<b>(i) Contingency</b>	\$	\$	\$	\$
<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	<u>40</u>	_____	_____	_____
Number of market units	<u>117</u>	_____	_____	_____
Total by phase	<u>157</u>	_____	_____	_____

Please complete the following chart with the appropriate projected dates:

	Phase 1	Phase 2	Phase 3	Total
All permits granted	<u>12/2021</u>	_____	_____	_____
Construction start	<u>4/2022</u>	_____	_____	_____
Marketing start – affordable units	<u>4/2023</u>	_____	_____	_____
Marketing start – market units	<u>4/2023</u>	_____	_____	_____
Construction completed	<u>8/2023</u>	_____	_____	_____
Initial occupancy	<u>7/2023</u>	_____	_____	_____

## **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 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 (if applicable)
3. ☐ Signed letter of interest from a construction lender
4. ☐ Map of community showing location of site
5. ☐ Check payable to DHCD
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: 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.