

SINGLE-FAMILY LOTS FOR SALE

Scattered Site Acquisition Program
Coon Rapids Housing and Redevelopment Authority

This package contains information on the sale process for single-family lots currently owned by the City of Coon Rapids Housing and Redevelopment Authority (HRA). Specific items in this package include:

1. Sale Process
2. Site and Building Standards
3. Offer Form for Sale of Single-Family Lots

Questions regarding the process may be directed to Matt Brown, Community Development Specialist, at (763)767-6460 or mbrown@coonrapidsmn.gov.

SALE PROCESS

1. Individuals interested in submitting an offer for one or more of the parcels must complete the attached Offer Form and return it to: Matt Brown, City of Coon Rapids, 11155 Robinson Drive, Coon Rapids, MN 55433. If one individual is interested in making an offer on more than one lot, a separate offer must be submitted for each lot. The offer must include:
 - The Offer Form included in this package
 - Copy of Builder's State of Minnesota Contractor's License
 - Complete house plans, including floor plan, elevations, and landscaping plan in compliance with the Site and Building Standards established in this package.
 - Project narrative, description, and estimated construction schedule
 - Financing commitment letter
 - A non-refundable check (certified or cashier's) made payable to the HRA in the amount of 3% of the proposed purchase price for the conveyance of land shall be submitted with the offer. The total earnest money will be applied toward the conveyance price. The earnest money shall be non-refundable in the event the applicant, after performing its due diligence, elects to terminate the transaction. Should the development team be unable to perform for any reason, the applicant shall forfeit the earnest money and the HRA shall retain the earnest money as liquidated damages.
2. The HRA will consider the offer and enter into a purchase and development agreement with the buyer, provided the offer is complete and meets all requirements established in this package. The HRA retains the right to reject any offer. All parcels will be sold "as is." Under the purchase and development agreement, the HRA will retain the right to repossess the property if the terms of the agreement are not met.

SITE AND BUILDING STANDARDS

These standards are intended to ensure that new homes will be compatible with the surrounding area and display high-quality design characteristics. In addition, all plans must meet zoning and building code requirements.

1. Interior Building Design

- The home shall be single-family and owner-occupied.
- Minimum of three bedrooms and two full bathrooms, and a full basement, unless precluded by soil conditions.
- Value added amenities such as greatrooms, dens or porches are required.
- Energy efficient products and construction techniques are encouraged. The HRA will consider a reduced sale price for a LEED certified project.

2. Exterior Building Design

- The new structure shall be constructed in a manner, quality, and value equal to or better than the surrounding structures. Height and mass should be as compatible with the scale of the surrounding neighborhood as possible. Two story homes on a block of one story homes can be designed with compatible style and finishes. Architectural details such as roofline, gables, and window detailing shall be as compatible with existing buildings in the neighborhood as possible given the other objectives of this program.
- Windows shall be presented on all building elevations. The front elevation should contain a “feature window” (i.e. large picture window, shutters) to add interest.
- A variety of different exterior materials should be used, such as wood, brick, or stucco, to add contrast. Vinyl siding and similar low maintenance materials are acceptable only in combination with other natural materials.
- The building’s design should emphasize the front door as the focal point, possibly by including a front porch.

3. Garage Design

- The appearance of the garage door should be minimized as much as possible (i.e. separate doors for each stall) and the garage should be located no closer to the street than the house’s front façade line. If a three-car garage is proposed, each stall should have a separate door.

4. Site and Grounds

- The entire ground shall be landscaped to be aesthetically pleasing in all seasons. Land forms and plant materials shall be used to define the site and blend with the adjoining property. Landscaping should shade hardscapes and erosion controls should be installed.

SITE AND BUILDING STANDARDS (continued)

- On lots that contain several mature trees, as many trees as possible should be preserved. Tree wrap reinforcement shall be used on trees directly adjacent to active grading and construction areas.
- If the existing curb cut is not used for a new driveway, it must be removed and replaced with curb.
- Air conditioning units should be located in the rear yard of the house and utility meters should be screened from public view.

OFFER FORM

Scattered Site Acquisition Program
Coon Rapids Housing and Redevelopment Authority

BUYER INFORMATION

Company/Buyer Name: _____

Contact Person: _____

Address: _____

Phone: _____

Fax: _____

Cell: _____

Email: _____

I am offering \$ _____ for the parcel located at:

(a separate application form is required for each parcel)

ATTACHMENT CHECKLIST

Please include the following with your offer:

___ Offer Form

___ Copy of Builder's State of Minnesota Contractor's License

___ Floor Plan

___ Elevations

___ Landscaping Plan

___ Project Narrative, Description, Estimated Construction Schedule

___ Financing Commitment Letter

___ Earnest Money Check in the amount of 3% of the sale price