

# Redevelopment Authority Affordable Housing Development Fund APPLICATION FORM

City of Waukesha  
Community Development Department  
201 Delafield Street  
Waukesha, WI 53188  
262-524-3750  
www.waukesha-wi.gov

## APPLICANT INFORMATION

Company Name: Habitat for Humanity of Waukesha County  
Contact: Melissa Songco  
Phone: 262-309-6025 x207  
E-Mail: Melissa@habitatwaukesha.org  
Address: 2020 Springdale Rd  
City, State: Waukesha, WI Zip: 53186  
Type of entity : ☐ Individual(s) ☐ LLC ☐ Partnership  
☒ Corporation ☐ Other: \_\_\_\_\_

If you are not a Wisconsin corporation/partnership, or LLC, please indicate which state you are organized in: \_\_\_\_\_

Is any owner, member, stockholder, partner, officer or director of any previously identified entities, or any member of the immediate family of any such person, an employee of the City of Waukesha:

☐ Yes ☒ No If yes, give the name and relationship of the employee: \_\_\_\_\_

*\*Please note that City of Waukesha staff and the Redevelopment Authority may request additional information which may include names of principals and ownership interest, banking information, outstanding debt on subject property, and any other relevant information deemed necessary to review your application and funding request.*

## PROJECT PROPOSAL

What type of housing are you proposing within your development (check all that apply) :

☒ Single-Family ☐ Duplex/Two-Family ☐ Multi-family 3 or more units ☐ Other: \_\_\_\_\_

Type of occupancy: ☒ Owner-occupied ☐ Renter-occupied

Please provide additional details on your project. The description should include information on number of units, acreage, types of units, type of project (renovation or new construction), affordability information, etc. Please use the space below or attach a cover letter with this information. \_\_\_\_\_

Habitat for Humanity will build 18 three bedroom two bath, new construction homes over a three year period of time beginning in 2023

## PROPERTY INFORMATION

Property Address (list all if multiple): \_\_\_\_\_  
Vacant Land located along Oakland Avenue, North Greenfield Avenue, Ellis Street, and a Bike Trail (former railroad right-of-way) known as the "Aeroshade Site" located in Waukesha, Wisconsin  
Tax Key Number (s): \_\_\_\_\_  
WAKC1304206

Is the property tax delinquent: ☐ Yes ☒ No

Are there buildings on the site ☐ Yes ☒ No

If yes, will they be renovated/converted to affordable housing or razed for new construction:

☐ Renovated/converted ☐ Razed

Is this property a Landmark or in a Historic District:

☐ Yes ☒ No

Historic Building or District Name: \_\_\_\_\_

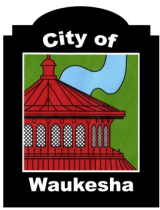
Are there any outstanding liens or Building and/or Zoning Code Violations on this property: ☐ Yes ☒ No

Are there known environmental issues on the property?

☐ Yes ☒ No

If yes, please explain (you can also include this information in your cover letter): \_\_\_\_\_

Application continues on back



# City of Waukesha Redevelopment Authority

## Affordable Housing Development Fund

### Application Form

PAGE 2

#### USE OF FUNDS AND PROJECT BUDGET

Please indicate what the Affordable Housing Development Fund request would be used for (check all that apply). See Program Details on Page 3 for a list of all eligible activities.

☒ Land Acquisition and related activities ☒ Site Preparation Activities ☐ Financing/Project Cost Assistance

☐ Renovations or conversion from non-residential to residential ☐ Neighborhood improvement Activities

☐ Planning, Engineering, or Platting Activities ☐ Rapid Rehousing Activities ☐ Other \_\_\_\_\_

What type of financial assistance are you requesting? Check all that apply:

☐ Loan ☒ Grant ☐ Other \$225,000 (\$12,500 per unit)

\*Please be aware that the amount, type of assistance, and terms will be determined by the City of Waukesha Redevelopment Authority based on factors including, but not limited to, number of units being created, financial need, potential impact of project, projected value, etc.

Use the space below or a separate document to outline your general project budget and other sources of funding

PowerPoint deck & attached budget

PLEASE NOTE: All applications must be reviewed and approved by the City of Waukesha Community Development Staff and Redevelopment Authority. If you have any questions about completing this application, please contact the Community Development Department at (262)524-3720 or via e-mail [jfortin@waukesha-wi.gov](mailto:jfortin@waukesha-wi.gov) Application materials may be submitted by email, in person, or by mail to the address below:

**City of Waukesha**  
**Community Development Department**  
**201 Delafield Street,**  
**Waukesha, WI 53188-3690**  
**[jfortin@waukesha-wi.gov](mailto:jfortin@waukesha-wi.gov)**

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

Date: 1-7-22

Owner Signature (if different from applicant): \_\_\_\_\_

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

OFFICE USE ONLY: Date Submitted \_\_\_\_\_