



## Residential In-Fill & Owner Occupied Housing Grant Program Application

### Program Overview

Burwell Economic Development has developed the Residential In-Fill & Owner Occupied Housing Grant Program to encourage the new construction of single family residential home structures located in the existing corporate limits of the City of Burwell. The grants are intended to support needed housing development and enhance overall community attractiveness, and to increase housing stock to support area business staffing requirements. Private residential property owners who intend to build a newly constructed, single family, applicant (owner) occupied, housing unit may request grant funds up to \$10,000, to be paid in 2- \$5,000 increments. The first will be released upon completion of footings and inspection by city building inspector, the second will be released after final inspection of electrical inspector and 6 months of applicant (owner) occupancy in the property.

### Project Example/Guidelines

As an example, a private residential property owner (applicant) presents a qualified project plan and required documentation with this application to build a new construction home on an existing lot within City of Burwell corporate limits; If program funds are still available at the time of application and the Residential In-Fill & Owner Occupied Housing Grant Program application is approved, the applicant would be reimbursed \$10,000 total upon presentation of evidence of completion of both requirements at each appropriate time interval for the grant.

Applications will be considered on a first come – first served basis, until all budgeted program funds are exhausted. Applications will be reviewed by the Economic Development Board at their regularly scheduled monthly meetings. Burwell City Council will have final authority to release funds for grant application. Priority will be given to projects that include immediate plans to build a new residential structure on the cleared site. The property owner cannot be delinquent on any current City charges, taxes or assessments, or have defaulted on any previous City assistance. It is the applicant/property owner's responsibility to secure appropriate building and related permits that are associated with the construction of a new structure. It is the applicant/property owner's responsibility to fully insure the property in order to cover any potential damage to City infrastructure or neighboring properties. The City of Burwell and Burwell Economic Development reserve the right to refuse applications for any reason at any time if they choose.

**Name of Applicant/Property Owner:** \_\_\_\_\_

**Applicant Mailing Address** (*Street, P.O. Box, City, Zip*): \_\_\_\_\_

\_\_\_\_\_

**New Construction Property Address:** \_\_\_\_\_

**Applicant Phone #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Ownership of Property** (*check one*): ☐ Individual Owner(s) ☐ Other \_\_\_\_\_

**Total Cost of Project** (*must provide professional written estimate*): \$ \_\_\_\_\_

**Estimated Appraisal** (*must provide professional written estimate*): \$ \_\_\_\_\_

**Grant Amount Requested:** \$ \_\_\_\_\_

**Is a new residential structure replacing a demolished/dilapidated structure?**

☐ Yes ☐ No

(Application Score up to 25 points)

**Contracted with local contractor and local suppliers (in city limits)?**

☐ Yes ☐ No

(Application Score up to 25 points)

**Describe plans below** (sq. ft., bedrooms, expected valuation, etc.), **including expected timeline of clearing existing property if applicable.**

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### **Consent for Publicity**

Burwell Economic Development may elect to communicate publically via news releases about the success of this project. By signing and submitting this application, you are agreeing that such project publicity is acceptable.

**Signature of Applicant:** \_\_\_\_\_

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

### **With this application, the following information must be submitted:**

- A “before” picture of the existing property.
- A cost estimate/bid for the new construction of residential home from a commercial contractor, including:
  - Detailed description of the project and project timeline.
  - Cost estimate and estimated completed project appraisal.
  - Plans to avoid any damage to neighboring properties and city infrastructure (sidewalks, curbs, street, utilities, etc.)
- Attached additional list of documentation

***It is the property owner's responsibility to confirm there is adequate insurance to cover any damage claims, and to ensure that the contractor is adequately insured and understands proper demolition control in a residential environment and disposal.***

### **Application Process:**

1. Contact the Burwell Economic Development office for an application.
2. Complete the application along with the required supporting documentation and submit it to Burwell Economic Development office. The Economic Development Board will review and consider the application for approval at the next regularly scheduled board meeting (typically the third Thursday of each month).
3. The Economic Development Board may approve, suggest changes, request more information, table or deny the application. The Economic Development Board will discuss their action at the next regularly scheduled City Council meeting regarding the anticipated project.
4. If approved by ED and City Council, grant proceeds will be distributed upon project completion milestones (according to the approved project plan) and the expectations listed in this application.

### **Return the completed application along with the required supporting documents to:**

Burwell Economic Development  
P.O. Box 131  
404 Grand Avenue  
Burwell, NE 68823

### **Questions?**

Phone: (308) 346-5210 Fax: (308) 346-5121  
Email: burwellecondev@nctc.net