



Huntington Urban Renewal Authority

Application to Acquire Property for New Construction & Renovation

The Huntington Urban Renewal Authority (HURA) sells Land Bank parcels for New Construction or Renovation proposals that will contribute to the economic, social and environmental betterment of the City and that will improve the quality of life for its citizens. This application is for individuals, companies or organizations that wish to purchase land owned by the Huntington Urban Renewal Authority for all uses except for yard expansions for residential properties. Yard expansions will require a different application, which can be found online at www.huralandbank.com or by phoning our office at 304-696-4486, ext. 2048.

Eligibility

1. An applicant must not have any outstanding code violations, property tax or City delinquencies.
2. An applicant must submit a full and complete application with the required attachment to HURA for processing.

****Buyers will be responsible for all costs and fees related to transfer, recording, consolidation, etc.**

Applicant Information

Applicant's Name _____ Date _____

Business/Organization Name (if applicable) _____

Physical Address _____

Mailing Address (if different from Physical Address) _____

Number of Years at current address _____ (if less than 3, please list most recent)

Email Address _____ Fax Number _____

Telephone Number _____ Alt. Telephone Number _____

Land Bank Parcel Information

Address(s) of the Land Bank Property You Wish to Acquire and \$ amount you propose:

Other Property that is Part of the Proposal *(if Not Applicable, please indicate "N/A")*

If Land Bank Parcel(s) will be combined with property you own, please list the permanent parcel numbers.

If, in addition to the Land Bank Parcel(s), other property still needs to be acquired to move forward with the proposal, please list the permanent address or parcel number(s) of that property.

Description of Proposed Use and Improvements

Provide a general description of the type of use and improvements to be undertaken with the acquisition of the Land Bank parcel(s). If applicable, describe how it would be integrated into the layout of your existing property.

Provide information (as best you can at this time) for the various types of improvements that are applicable to your proposal. If a specific question is Not Applicable to your proposal, insert "N/A".

New Structure / Expansion of Structures

Commercial, institutional or industrial uses: Approximate number of square feet.

Residential uses: Number of units for each residential type. _____

Height: Approximate height or number of stories of main buildings. _____

Materials: Main type of materials proposed for facades (ex.: brick, block, wood, vinyl, glass, metal, etc.)

Parking / Service Areas

Approximate number of new parking spaces or size of service area. _____

Landscaping (information on width, types of vegetation and fencing, including height and type of material)

Between parking and sidewalk: _____

Buffers for storage/trash/incompatible uses: _____

Other landscape features: _____

Project Financing

Estimated “Sources and Uses” of Funds

Sources: Name all sources of financing

Source Type:	Name of Source	Estimated Amount (\$)	Are Funds Committed? (Yes/No)
1. Applicant’s Equity			
2. Bank Financing			
3. (Other)			
4. (Other)			
5. (Other)			
6. (Other)			

TOTAL SOURCES: \$ _____

Uses: Provide estimated costs for the applicable items

Uses	Estimated Amount (\$)	Source of Estimate
1. Property Acquisition		
2. Site Preparation		
3. Hard Construction Costs		
4. Design Costs		
5. Financing / Carrying Costs		
6. (Other)		

TOTAL SOURCES: \$ _____

Applicant Background and Experience

Has the Applicant developed other projects in the City of Huntington or elsewhere? Yes ___ No ___
If “Yes”, please provide a one line description of the projects and provide the year. If extra space in needed, please attach.

Has the Applicant previously received City funding for a development project? Yes ___ No ___

Is the Applicant in default of any City-funded project(s)? Yes _____ No _____

If yes, identify in the spaces below the following: project name and status:

Is the Applicant a named defendant or party to any litigation such as bankruptcy, foreclosure, arbitration proceedings or have miscellaneous lawsuits pending or outstanding? Does the Applicant have any judgments or claims against him/her that could impede the ability to complete the project?

Yes ___ No ___

If yes, please explain:

Applicant’s Signature _____

Date _____

Return Completed Applications To:

Attn: Christal Perry
Department of Development & Planning
800 5th Avenue Suite L7
Huntington, West Virginia 25703

Questions ? Call (304) 696-4486, ext. 2048 or email perryc@cityofhuntington.com

Office Use Only (check & date)

UBC _____

Municipal & Refuse _____

****Provide a simple site plan showing the improvements you propose to make.**

Please include the following:

1. Address of property, name of applicant, date of drawing
2. Lot lines and “north arrow”
3. Location of existing buildings, parking , driveways, landscaping, as applicable;
4. Location of proposed improvements; buildings, parking, driveways, service areas, landscaping, fencing etc. (with descriptive labels).

Huntington Urban Renewal Authority
Site Plan Attachment
(Return with your completed application form)

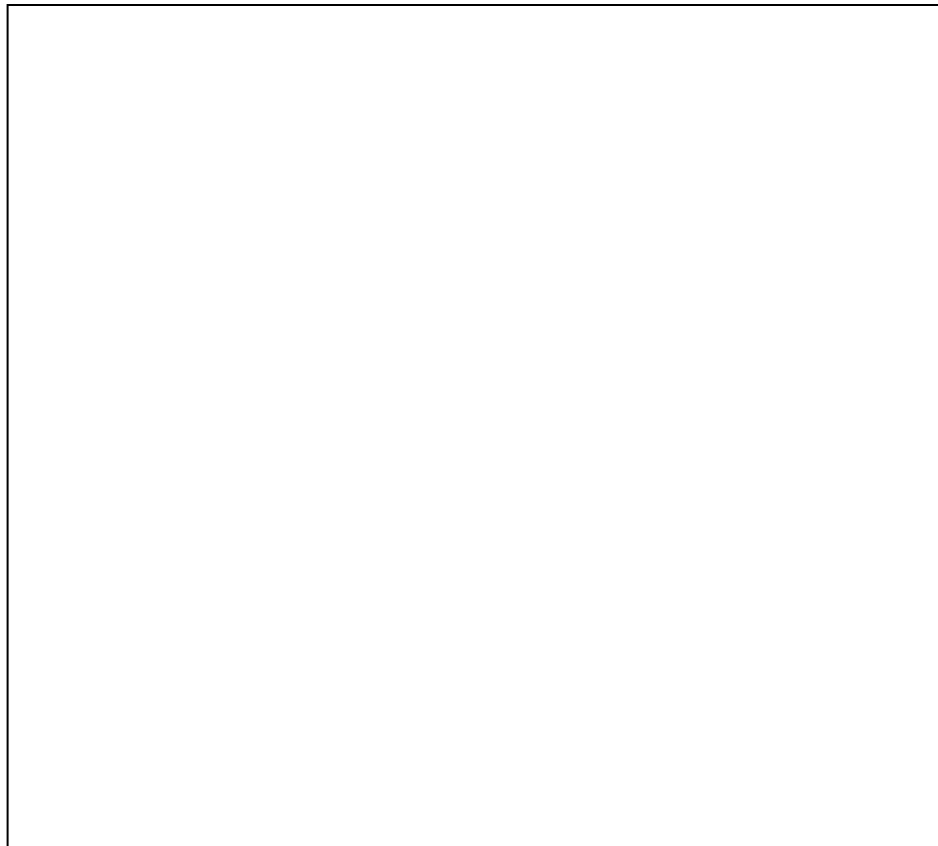
Name: _____

Site Address: _____

Phone Number: _____ Cell: _____

Application Date: _____

Draw your plan in the Box Below or Attach a Separate Sheet.
(See the following page for instructions on drawing your plan.)

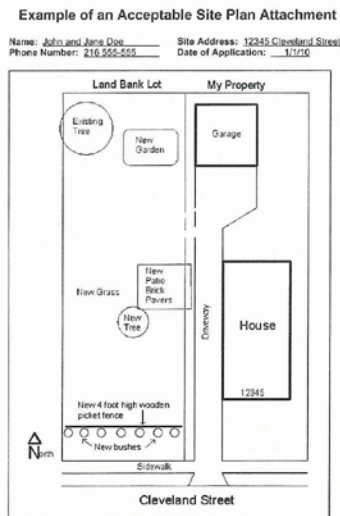


Indicate What Your Plans are for the Land Bank Lot – Drawing Your Plan

- Fill in your contact information
- Show the location of your existing house, driveway and garage in relation to the land bank lot and to the street and sidewalk. Label the street name and your house number.
- If you plan to build a fence show its proposed location and indicate the style, the type of material and how tall it will be.
- Identify the location of existing vegetation on the land bank lot such as trees and bushes and show the proposed location and label any new trees, bushes or gardens you plan to plant. Indicate if you will be planting new grass.
- Show any other improvements you plan to make such as patios, walkways, arbors, play sets, etc.
- Indicate on the drawing which direction is North

Example of an Acceptable Site Plan Attachment

Site Plan Should Be Returned at the Same Time with the Application Form



Site Plan Should Be Returned at the Same Time with the Application Form To:

Christal Perry
Development & Planning - HURA
800 5th Avenue
Huntington, WV 25717

Questions? Call (304) 696-4486, ext. 2048 or e-mail perryrc@cityofhuntington.com

