



CITY OF HIGHLAND PARK

Emergency Financial Manager

Arthur Blackwell II

Developer Intake Form

Date _____

Developer/Company Name _____

Contact Person _____

Phone (_____) _____

Fax (_____) _____

Email _____

Project Profile:

(If you need additional space, please attach response on a separate sheet of paper, include section headers and note the attachment in the space provided)

Proposed Project Name: _____

Proposed Location (address and cross streets):

Current zoning site: _____

Will the site need rezoning: _____ Yes _____ No

If so, what zone?: _____

Robert B. Blackwell Municipal Building
12050 Woodward Avenue
Highland Park, Michigan 48203
(313) 252-0050 ext. 257
(313) 852-7320 fax

"Return to Excellence"

Proposed Project Name: _____

Project Sponsor(s):

Name/Organization: _____

Address: _____

Phone: (_____) _____ Fax (_____) _____

Type of Project: Residential, Commercial, or Industrial

Project Description: *Example – Developer seeks to construct 35 single family detached House.*

Projected Market:

Commercial: Class A, B or C Office space.

Residential: Subsidized Tax credit, Affordable, Market rate.

Number of Units: _____

Type of Units (For Sale, Rental, and Mix Use)

Projected Total _____

Development Costs: _____

Project Financing Preliminary Commitment(s):

Proposed Project Name: _____

Permanent Commitment(s)

Proposed Project Start Date _____

Phases (How many phases, please outline):

Project Completion: When will the project be completed?

Environmental Concerns Has there been a phase 1 or phase 2 investigation?

Investigations:

Support from the City: What action are you requesting from the City of Highland Park?
Please be specific.

**Please include at least two (2) sets of preliminary site plans; including
Performa and renderings/sketches/concept, elevations, and floor plans;
as applicable.**

Proposed Project Name: _____

Developer Profile:

Please include on a separate sheet or submit a Company/Organization/Developer Resume/Portfolio answering the following questions.

1. Who are you?
 - a. Background
 - b. Experience
2. What other projects have you successfully completed? (include documentation)
 - a. Type of project
 - i. Residential, commercial, or mixed use, etc
 - ii. Sales or Rental
 - iii. Market-Rate or Affordable
 - b. Target Market
 - i. Senior housing, family housing, mixed-use etc
 1. What supportive documentation do you have?
 - ii. Numbers of Units
 - iii. Partners
 - iv. Types of funding previously used
 - v. Location – project(s) boundaries, city and county

Developer Affiliations:

Have you previously submitted any proposals or correspondence to any city officials regarding this project. Yes No

To whom? _____

When _____

Does any officer, official or employee of the City of Highland Park have any personal interest in the Developer or the proposed project? Yes No

If yes, please explain:

Has the Developer or any corporation, organization or party affiliated with the Developer been adjudged bankrupt within the past 10 (ten) years? Yes No

Proposed Project Name: _____

If yes, please list relevant details:

Has the Developer or any party affiliated with the Developer been convicted of any felony within the past 10 (ten) years?
