



Single Family Home Lot Sales Program



**COLUMBIA
- HEIGHTS -**
REDISCOVER THE HEIGHTS

COMMUNITY PROFILE

There is renewed interest in constructing new single family homes in the first ring suburbs of Minneapolis and St. Paul. Living closer to the urban core allows people to have shorter commutes to work, and a plethora of dining and entertainment opportunities. Columbia Heights is well positioned as a first ring suburb, directly adjacent to booming Northeast Minneapolis. Columbia Heights offers high-quality lots in existing neighborhoods with close proximity to both Downtown Minneapolis and the northern suburbs.



Despite only being two and a half miles from Downtown Minneapolis, Columbia Heights offers small town amenities, such as our own “Main Street” along Central Avenue, our award winning School District, as well as neighborhood and regional parks. Public and private reinvestment continues to occur in Columbia Heights, including the construction of a new, state-of-the-art Public Library, new restaurant and shopping areas, and a water park-themed splash pad. Columbia Heights has many community amenities, and provides exceptional real estate value to homebuyers.



Columbia Heights continues to make a concerted effort to reinvest in its neighborhoods. Having implemented several housing reinvestment programs throughout the past several years, Columbia Heights is seeing a marked increase in new

single family home construction. The lots that are for sale as a part of this program were strategically acquired by Columbia Heights’ Economic Development Authority, and are ready to be developed. We welcome you to ***Rediscover the Heights!***

PROGRAM GUIDELINES

This program is designed to sell residential lots to state licensed home builders for the construction of new single family homes. The City's Economic Development Authority (EDA) is only authorized to work with, and sell properties to, builders. The EDA considers proposals on a "first-come, first-served" basis. The first proposal offering to buy the lot and build a house that meets established price and development guidelines will be presented to the EDA Board for consideration. The EDA Board retains absolute authority and discretion to decide whether or not to accept any particular proposal.

Proposals must be submitted by state-licensed builders who have constructed at least three houses in Minnesota in the last five years, or have equivalent experience acceptable to the EDA. The house may be built speculatively or for a specific buyer, and it cannot be used as a rental property. The EDA will only accept proposals from state-licensed builders. The new owner-occupied single family home must have at least three legally conforming bedrooms, two bathrooms and a two car garage (which may be either attached or detached, depending on the property layout).

Builders may propose to purchase a lot, subject to EDA requirements, or they may propose to purchase a six month option on the lot for a non-refundable fee of \$1,000, renewable for one additional six month term for an additional non-refundable fee of \$500. The option provides the builder with an exclusive right to purchase the lot and build a single family home, subject to EDA requirements and a full price purchase.

If the builder purchases the lot, the option fee(s) will be credited toward the purchase price of the property. If the builder opts not to purchase the lot, the option fee(s) will be retained by the EDA. As a condition of the option, the builder must list the lot with a "to-be-built" house plan displayed on the Multiple Listing Service (MLS) for the duration of the option. No single builder may hold more than 25% of the lot inventory in options.

If a builder chooses to purchase a property, the builder must submit a proposal for the property that will be brought to the EDA Board for approval. Once approved, the builder is then required to provide a non-refundable earnest deposit of \$2,000 within fourteen days. If the deposit is not received, the transaction will be cancelled. Costs associated with the closing are included in the price of the lot.

FREQUENTLY ASKED QUESTIONS

Are lot prices negotiable?

No, a fair market price has been determined for each lot. Lot prices reflect the current Estimated Market Value of the properties, established by the Anoka County Property Assessor's Office. The EDA reserves the right to review and adjust lot prices periodically. Offers for less than the listing price will not be brought before the EDA under any circumstances.

How are legal fees and closing costs handled?

Legal fees and closing costs are included within the price of the lot. A \$2,000 earnest deposit will be required within 14 days of EDA approval for all lot purchases.

How does the EDA handle multiple offers?

The EDA considers proposals on a "first-come, first-served" basis. This means that the first proposal with a full price offer for the lot will be presented to the EDA for its consideration. The EDA retains absolute discretion to decide whether or not to accept any particular proposal. Full price offers to purchase lots will take precedence over offers to purchase options on lots.

Has the lot been surveyed?

No survey work has been performed by the EDA. However, with prior consent of the EDA, the prospective buyer may have the lot surveyed by a registered land surveyor. The EDA and City retain the right to keep a copy of all official surveys as part of the public record for the property.

What is the condition of the property?

Each lot is sold "as is." The prospective buyer is responsible to perform all necessary improvement to the lot at its own cost.

Is sewer and water available to the property?

Sewer and water is available to each lot. Please contact the Columbia Heights Public Works Department (763-706-3700) regarding requirements for reconnecting to the system.

How much time do I have to commence and complete construction?

After purchasing a lot, construction should begin within a reasonable time period and be completed within one year. See the Purchase and Redevelopment Agreement for more details.

What are the building requirements for a new home?

All homes constructed through this program must contain the following:

- Three bedrooms
- Two bathrooms
- Two enclosed garage stalls, accessible by a paved driveway
- Windows on every wall of the home
- Basements with at least one egress window
- One canopy tree planted in either the front or back yard
- All required features of the State Building Code

Can a new home become rental property?

No, all lots purchased must be developed with owner occupied housing. A ten year deed restriction requiring owner occupancy must be signed as part of the Purchase and Redevelopment Agreement. See Purchase and Redevelopment Agreement for more details.

How are lots listed for sale?

All available lots will be listed for sale on the City's official website, www.columbiaheightsmn.gov. Once a full-price, complete, offer is made on a property, the property will be removed from the online inventory.

LOTS FOR SALE

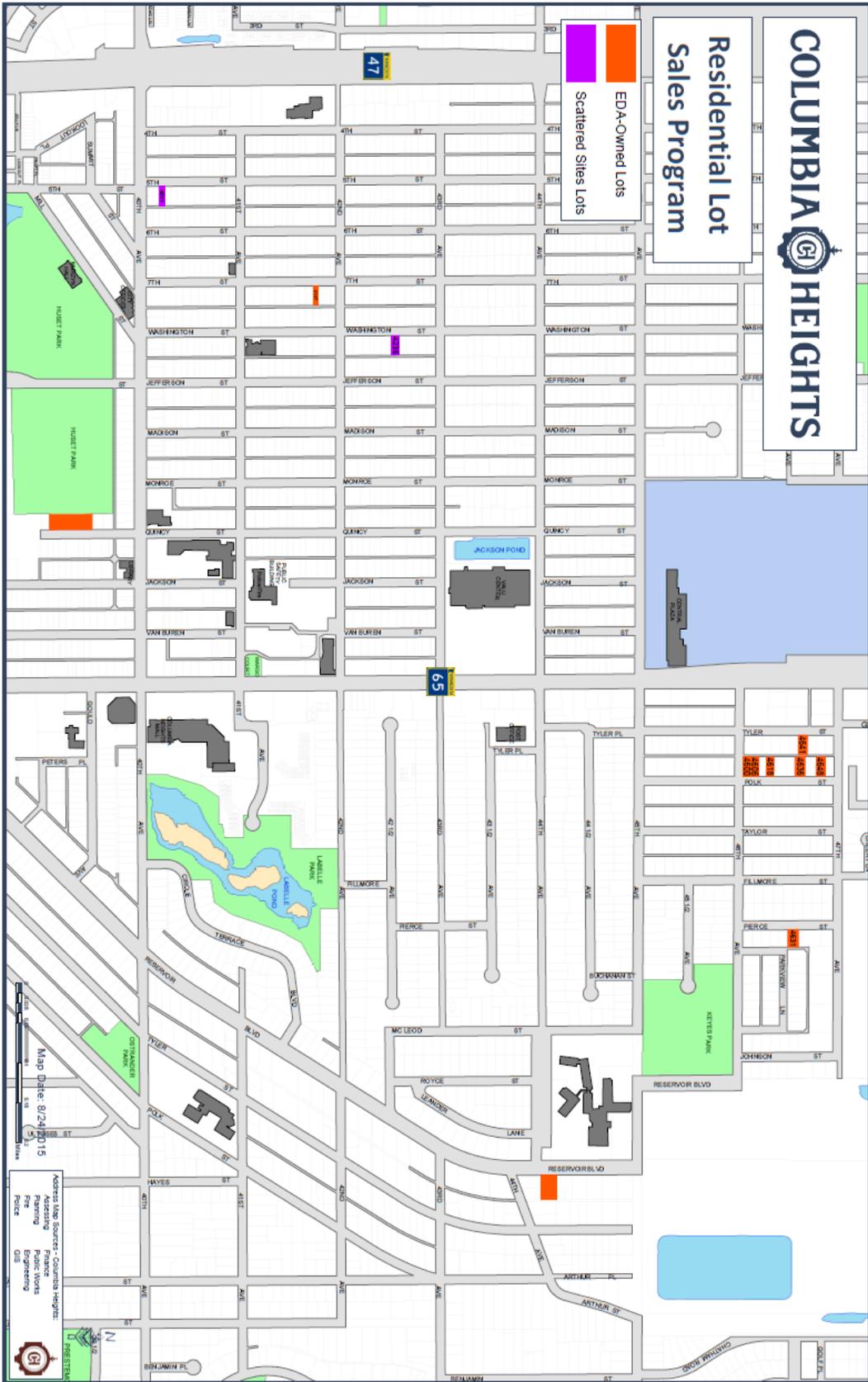
PROPERTY ADDRESS	APPROXIMATE DIMENSIONS (<i>w x d</i>)	AREA (<i>sq. ft.</i>)	LOT PRICE
4606 POLK ST NE	50' x 128'	6,400	\$50,600
4636 POLK ST NE	70' x 128'	8,960	\$50,600
4641 TYLER ST NE	60' x 128'	7,680	\$40,200
4600 POLK ST NE	50' x 128'	6,400	\$50,600
4648 POLK ST NE	60' x 128'	7,680	\$40,200
4618 POLK ST NE	55' x 128'	7,040	\$50,600

Please note that only lots listed on this chart are for sale. The City or EDA may own additional properties that are not for sale for various reasons. The City and EDA will not entertain offers for properties not actively listed for sale.

COLUMBIA HEIGHTS

Residential Lot Sales Program

- EDA-Owned Lots
- Scattered Sites Lots



Map Date: 8/24/2015

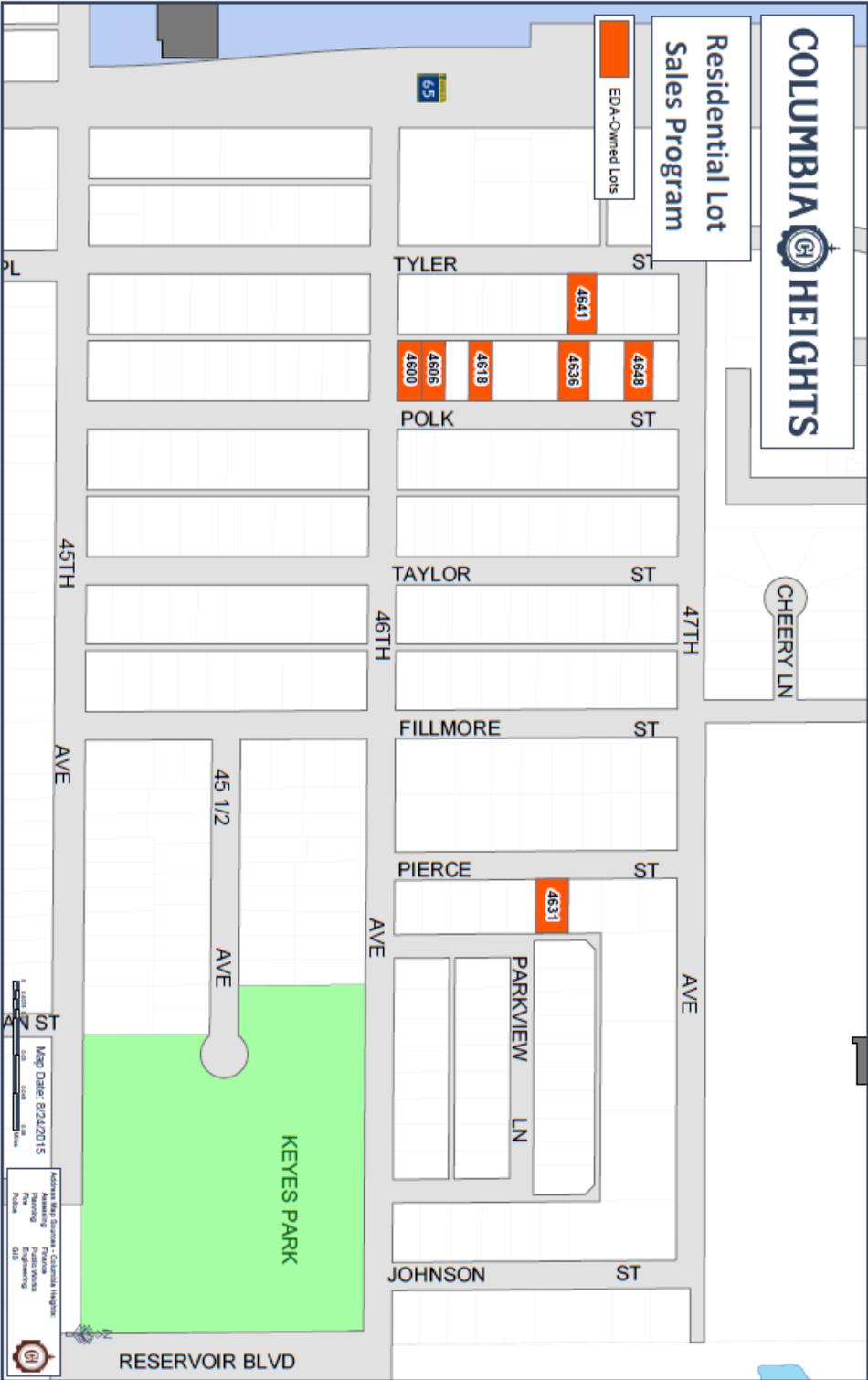
Address Map Source: Columbia Heights
 Planning
 Fire
 Police
 GIS



COLUMBIA HEIGHTS

Residential Lot
Sales Program

EDA-Owned Lots



Map Date: 8/24/2015

Address Map Source - Columbia Heights
Planning
Public Works
Department
Engineering
Division
GIS



ADDITIONAL INFORMATION

Thank you for your interest in developing housing in the City of Columbia Heights. For more information about this program, please visit www.columbiaheightsmn.gov or contact the **Community Development Department** at **(763) 706-3670**.



COLUMBIA
-HEIGHTS-
REDISCOVER THE HEIGHTS

PROPOSAL FORM

(Please detach and submit the this section and submit it to the Community Development Department)

PROPERTY ADDRESS: _____

CHECK ONE:

___ BUILDER OFFERS \$ _____ TO PURCHASE THIS LOT

___ BUILDER OFFERS \$1,000 FOR A SIX-MONTH OPTION TO PURCHASE THIS LOT FOR \$ _____

This proposal is not a purchase agreement or other binding contract. At this time, the Builder is submitting a proposal to purchase this lot and build a new single family house in accordance with the RFP Guidelines, or is requesting a six- month option for the same.

If a builder's proposal is tentatively accepted by the EDA Board, then EDA staff would work with the Builder to determine the specific house plan and present it at the next EDA meeting. If the EDA Board gives final approval at that time, the Builder would sign a Purchase & Redevelopment Agreement, and provide \$2,000 earnest money for the lot. Only after such Agreement is signed would a binding contract exist between the EDA and Builder.

Builders may purchase a 6-month option on a lot for \$1,000, renewable for an additional 6 months for an additional \$500. The option provides the builder with exclusive right to purchase the lot and build a house subject to the normal EDA process, requirements and guidelines. As a condition of the option, the builder must list the lot with a to-be-built house on the MLS for the duration of the option. The number of options is limited. No builder may have option on more than 25% of the Program's lots.

BUILDER: *(Builder is required to be a Residential Building Contractor licensed by the State of Minnesota.)*

Name: _____ State License Number: _____

Phone: _____ Address: _____

City/State/Zip: _____

Email: _____ Website: _____

REQUIRED ATTACHMENTS AND ADDITIONAL INFORMATION:

Attach one representative example of a house you would plan to build on this lot if your proposal is selected. If does not need to show exactly how it would be placed on the lot, it just needs to show the approximate size, quality and features you would anticipate a new house would have on this lot. A specific house plan would be determined after a proposal is tentatively accepted by the EDA.

The EDA will only sell lots to builders who have experience in house construction in Minnesota. Please list the addresses of three houses you have built in Minnesota within the last five years, or attach other evidence of qualification for review by the EDA.

House #1: _____

House #2: _____

House #3: _____

PROPOSAL GUIDELINES

Please provide the following information regarding the lot(s) intended for purchase:

A. Legal Description: The property is legally described as

B. Anticipated Timeline for Lot Sales.

After a builder submits a qualifying proposal, the timeline is as follows:

- EDA meeting #1: EDA rejects or tentatively accepts Builder's proposal. If accepted, Builder prepares detailed house plans for EDA public hearing.
- EDA meeting #2 (approximately one month after #1): EDA holds public hearing and considers a resolution authorizing the lot sale.
- 14 days after EDA meeting #2: Deadline for Builder to sign the Purchase & Redevelopment Agreement and pay \$2,000 nonrefundable earnest money.
- 60 days after EDA meeting #2 Deadline for Builder to close on the lot purchase.

C. Deadline for Completion. Construction of the new house must be completed within one year of EDA meeting #2 (see above)

D. Specifications.

1. Grading & Drainage

- a) The lot is generally _____
- b) Drainage from the house, garage, driveway and any other structures shall be accommodated on the site so that water flow onto adjacent properties is minimized. Builder's final grade shall carry water primarily to the street. If determined by the Building Official to be necessary, Builder will install rain gutters to direct roof runoff to minimize impacts on adjacent properties. Builders will restore any disturbed turf or landscaping.
- c) Builder will follow Best Management Practices to minimize erosion and runoff onto adjacent properties and public ways. At a minimum, Builder will install silt fencing or wattle lots to prevent runoff silt from flowing onto the street or adjacent properties.

2. Utilities

- a) Utility meters shall be reasonably screened from street view; locations must be specified on the plans submitted with the building permit application.
- b) All utility service lines shall be underground. Utilities may locate necessary facilities such as pedestals or boxes in the street right-of-way or utility & drainage easements.
- c) Any expenses for connection of the house to utilities shall be the responsibility of Builder, including any necessary landscaping or sidewalk, curb or pavement work, but excepting reasonable costs associated with sewer stub replacement discussed in e) below
- d) Municipal Water. Municipal water is available at the lot line along _____ There are no WAC charges.
- e) Municipal Sanitary Sewer. There are _____ There are not _____ SAC charges levied by Metropolitan Council Environmental Services.
- f) Private Utilities, including natural gas (), electricity (), telephone (), and cable television (). The house shall access private utilities via underground connections only. **Describe where utilities are located ***

- g) Questions regarding city utilities should be directed to Columbia Heights Public Works Department at 763-706-3700. Questions regarding private utilities should be directed to the respective utility company.

3. Driveways and Curb Cuts

- a) A hard surfaced driveway is required to provide access from the street to the new house's garage.
- b) The driveway approach (the area between the street and the front lot line) must tie into and match the existing curb cut.
- c) Alternatively, Builder may install a wider curb cut, up to a maximum of 22 feet, at its own expense. (A separate permit and escrow are required.)
- d) In no circumstances shall the curb cut or driveway approach from the curb cut to the lot line exceed 22 feet in width.
- e) Once onto the subject property, the driveway may exceed 22 feet in width provided it also does not exceed the width of the overhead garage doors plus six feet.
- f) The house's building permit application must include a site plan showing the proposed driveway layout.

4. General Construction Practices.

The construction site, neighboring property and adjacent public streets shall be kept free of construction debris at all times, and Builder must have a construction dumpster to prevent debris from being scattered or blown around.

5. Building Standards.

- a) Compliance with Columbia Heights City Code.
- b) Minimum required setbacks for the house are as follows: 25' from the front lot line, 20% of lot depth for the rear lot line and _____' from the side lot lines.
- c) The houses shall have at least three bedrooms and two bathrooms.
- d) The house shall have a full depth basement, unless the selected design results in a split level/garden level type of basement. At a minimum, basements shall have at least one egress window and a rough in for a future ¾ bath. Additional basement windows are desirable. Slab houses and crawlspace houses will not be considered by the EDA.
- e) Exterior materials (siding, soffit, doors and windows) shall be low maintenance. The use of brick or stucco is encouraged. Fiber cement siding or wood siding with natural resistance to decay are encouraged but they must be properly stained or painted. Vinyl or other low maintenance siding materials are generally acceptable and can be made more desirable through the use of shakes and other ornamental design features.
- f) The house shall have a detached or an attached garage for at least two cars, accessed via a hard surfaced driveway from the street or alley.
- g) The design should emphasize the front door as the focal point for the front of the house. A large and usable (minimum depth 6 feet) front porch is desired. Garage door dominance in design should be minimized as much as possible.
- h) Plans should present a balanced and pleasing distribution of wall and window areas from all views. Each exterior wall must have at least one window.
- i) The new house shall be built with a passive venting system for radon gas reduction.
- j) The new house shall have Carbon Monoxide alarms in accordance with M.S. 299F.50
- k) No equipment such as air-conditioning cooling structures or condensers that generate noise shall be located within a side setback, drainage & utility easement, or 10 feet of living quarters located in a building on adjacent property.

6. Landscaping. The lot shall be landscaped to be aesthetically pleasing in all seasons. Land forms and plant materials shall be used to define the site and blend neatly with adjoining property.

At a minimum the following are required:

- Plant two large species canopy shade trees in the front yard, and one large species canopy shade tree in the back yard (if none exist).
- Grass or other vegetative cover must be provided to all non-paved outdoor surfaces.

Species, size and specific locations of all new trees should be indicated on planting plan. Builder must submit a planting plan to the City for review and approval prior to planting.

If Builder desires to close on the sale of the new house prior to completion and acceptance of the landscaping, the EDA may require that funds be escrowed by the Builder to guarantee that landscaping is completed in a timely manner after closing.