



**Housing and Redevelopment Authority in and for the City of Belle Plaine**

**SINGLE FAMILY HOME DOWN PAYMENT GRANT PROGRAM  
POLICY AND PROCEDURES**

Purpose

The purpose of the Single Family Home Down Payment Grant Program is to encourage ownership of newly constructed single family residences within the City of Belle Plaine. Homeowners may apply for down payment assistance in an amount of up to \$2,000 upon purchase of a newly constructed home. The newly constructed home must be completed with the assistance of at least one contractor with its business located in the 56011 zip code and constructed in 2012 or newer.

Goal

To promote new home construction and home ownership of single family residences within the City of Belle Plaine.

Availability

Each applicant may apply for up to \$2,000 in down payment assistance by submitting the attached application to the HRA. HRA Staff will review the grant applications and the HRA Board will approve the amount of the final grant to the extent funds are available. The Single Family Home Down Payment Grant Program will be administered under written policy and procedures to the extent funds are allocated and available to the grant program by the HRA Board. Initially it is expected that this grant program will be funded in the amount of up to \$10,000 per year.

Applicant Eligibility

Applicants must apply for the Single Family Home Down Payment Grant Program prior to the closing on a home located within the corporate boundaries of the City of Belle Plaine. The home must be constructed in 2012 or newer, and at least one contractor that worked on the construction of the home must have its business located in the 56011 zip code. Applicants must intend to live in the home for at least one year. Applicants may not apply for assistance under the Single Family Home Down Payment Grant Program for rental properties.

When Payment Made

If an applicant is provided a grant under this program, the grant will be paid once the applicant moves into the completed home and the applicant provides evidence to the HRA that a down payment in, at least the amount of the grant, was paid by the applicant. The applicant will also need to provide proof of filing homestead on the property.

Right to Deny

The Housing and Redevelopment Authority in and for the City of Belle Plaine has the right to deny any application based on its discretion.



City of Belle Plaine  
 218 N. Meridian Street  
 P.O. Box 129  
 Belle Plaine, MN 56011

Community Development Dept.  
 Phone: 952-873-5553  
 Fax: 952-873-5509  
 www.belleplainemn.com

2013

# SINGLE-FAMILY HOME DOWN PAYMENT GRANT PROGRAM APPLICATION

Date of Application: \_\_\_\_\_

<b>APPLICANT</b>	Name: _____	Phone: _____
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Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

<b>SUBJECT HOME</b>	Address: _____	Belle Plaine, MN	P.I.N: _____
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Year Constructed: _____	Lot Number: _____	Block Number: _____	Subdivision: _____
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<b>CONTRACTOR</b> <small>Within 56011</small>	Name or Company: _____
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Phone: _____	Contractor's License: _____	E-Mail: _____
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Address: \_\_\_\_\_  56011

**SUBMISSION OF APPLICATION MUST INCLUDE:**

2012/2013 New Home Building permit obtained.

**At time of occupancy, owner will need to provide proof of ownership and homestead filing.**

**Upon proof, payment can be issued to property owner.**

I have read and understand the Policy for the Single-Family Home Down Payment Grant Program of the Belle Plaine Housing and Redevelopment Authority.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## OFFICE USE ONLY

<b>Date Application Received:</b> _____	<b>Project Completion Date:</b> _____
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<input type="checkbox"/> Contractor within 56011	<input type="checkbox"/> Proof of ownership and homestead filing
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<input type="checkbox"/> Zoning ordinance compliant	<input type="checkbox"/> Certificate of occupancy issued: _____
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<input type="checkbox"/> 2012/2013 building permit issued	<input type="checkbox"/> Reimbursement check issued
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Permit # _____		Date: _____
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<input type="checkbox"/> Approved Amount: \$ _____	<input type="checkbox"/> Denied	Issue Date: _____
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Comments: \_\_\_\_\_

Building Official or Designee: _____	Date: _____
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Zoning Administrator or Designee: _____	Date: _____
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