

## **2022 AFFORDABLE HOUSING INITIATIVE FOR MAINE ISLANDS**

### **APPLICATION CHECKLIST**

Executive Summary of the Project

Applicant Information Project/Building Information

Applicant Conflict of Interest Form/Compliance with Equal Opportunity Requirements

Site Control Document

MaineHousing Operating/Cost Proforma

Project Completion Schedule

Project Delivery Narrative

Plans and Specs - conceptual

Architect, if necessary/available

Management Team/Plan

### **CLOSING DOCUMENT REQUIRMENTS**

Declaration of Covenants, Conditions and Restrictions

Proof of Match – cash or in-kind contribution

Construction Services Approval

- a. Construction Contract
- b. Rehabilitation plans and specifications
- c. Budget and bids
- d. Fully executed construction contract
- e. Building permit and other required approvals
- f. Contractor's insurance, including builder's risk coverage,

- with MaineHousing named as insured/loss payee
- Letter of Credit or payment and performance bond??
- g. Any other Technical Services requirements

#### Land Use and Zoning

- a. Land use/zoning (based on review of ordinance)
  - (i) Identify zone
  - (ii) Permitted use or legally nonconforming use
  - (iii) Complies with zoning requirements  
(e.g. setbacks, minimum lot size, etc.)
- b. Building code violations
- c. Flood zone
- d. Site review
- e. Subdivision approval
- f. Other land use/zoning approvals
- g. Appeal period for all approvals expired

#### Title Insurance/Property Insurance