## Housing Incentive Program Application Process



The Housing Incentive Program (HIP) application can be OWNER, CONTRACTOR OR found online or at the Community Development Center **BUILDER COMPLETES THE** An application for the incentive can be made by the APPLICATION AND SUBMITS IT owner, builder, or general contractor TO THE COMMUNITY The Community Development Center will assist with any DEVELOPMENT CENTER building or land questions to the extent possible GAPre Development Advisory Committee (PDAC) is held if needed for the applicant's project COMMUNITY DEVELOPMENT GC Community Development Director reviews application GC Community Development Director approves application **DIRECTOR REVIEWS** and forwards to the Business Loan Fund Committee **APPLICATION BUSINESS LOAN FUND** Business Loan Fund Committee reviews financing of **COMMITTEE MEETS AND** project to ensure completion Business Loan Fund Committee approves application and APPROVES OR REJECTS HIP forwards to the City Council for final approval **APPLICATION** Placed on the next available City Council meeting CITY COUNCIL REVIEWS AND APPROVES HIP APPLICATION Council approves application CITY MANAGER SIGNS City Manager signs application signifying council approval APPLICATION UPON City Manager forwards approval notification to applicant COUNCIL APPROVAL and building department Applicant may apply for a building permit APPLICANT MAY APPLY FOR Construction must be completed within 24 months A BUILDING PERMIT \$10,000 Incentive will be paid out when occupancy permit is issued