



## PROGRAM GUIDELINES

### New Homes in Our Neighborhood Program

This program offers an exciting opportunity for new construction on existing neighborhood infill sites owned by the Redevelopment Authority (RDA) of the City of Oshkosh. The program provides funding to offset the costs of constructing a single-family home.

#### Eligibility:

- Individuals or builders/developers must have an approved “Offer to Purchase” and RDA-owned property. This includes submitting a site plan (drawn to scale) and providing adequate proof of funding to construct the home.  
An applicant may apply for a 60-day planning option to complete due diligence in obtaining construction plans, gathering financing, and completing necessary research. Upon entering an agreement with the city, this option is considered fulfilled.
- Once the plan is approved, the city and applicant will enter into a formal agreement and the parcel will be transferred to the applicant at the agreed-upon price.
- Applicants may only apply for grant assistance on one lot at a time. Upon completion of an approved build, the applicant may apply for another grant as long as funds are available.

#### Requirements:

- The applicant is required to purchase RDA-owned property on which to build. An Offer to Purchase form for RDA parcels is available online at [www.DevelopOshkosh.com](http://www.DevelopOshkosh.com).
- The Offer to Purchase must be approved by the RDA board at its regular meeting.
- Design and character must fit that of the historic context of the neighborhood, and adhere to the guiding principles outlined in the City of Oshkosh’s House Design Book for urban infill.
- Applicant is responsible for all construction costs including costs of all surveys and permits.
- Projects must be inspected by city building inspectors during construction and be code-compliant upon project completion to obtain a certificate of occupancy.
- Payment of the grant will not be made by the city until the applicant has completed the development and met the requirements of all city codes, including a certificate of occupancy, landscaping, and driveway requirements. For example, a home construction project finished in winter and granted a certificate of occupancy without



completed landscaping will not receive grant funds until the landscaping is completed the following spring or summer.

- Construction started before approvals and transfer of land may disqualify an applicant from the program. Applicants are advised to not start work until the project is approved.
- The city reserves the right to deny any applicant a grant based on the applicant's inability to provide adequate information needed to determine eligibility, as determined by the Department of Community Development staff of the City of Oshkosh.

### **Grant opportunity:**

- Only parcels currently owned by the RDA are eligible for a grant of up to \$25,000 towards the construction of a new owner-occupied home under this program.
- Income restrictions on person(s) occupying the home may apply depending on the City funding source.
- Grant funds will be paid to the applicant upon project completion, receipt of a Certificate of Occupancy from the City of Oshkosh, and compliance with the terms of the agreement.
- Applicants may only apply for grant assistance on one lot at a time. Upon completion of an approved build, the applicant may apply for another grant as long as funding and lots are available.

**To apply**, submit the following forms and information:

- Fill out and sign the application form
- Preliminary site plan (drawn to scale)
- Proof of funding availability to construct the home

**Mail the above information to or drop off at:**

Oshkosh City Hall  
Community Development Department  
ATTN: Jeffrey Witte, Principal Planner  
215 Church Avenue, Room 201  
P.O. Box 1130  
Oshkosh, WI 54901

**Questions?** Please contact:

Jeffrey Witte, Principal Planner  
City of Oshkosh  
Phone: 920.236.5061  
Email: [jwitte@oskoshwi.gov](mailto:jwitte@oskoshwi.gov)