



City of Ripon In-Fill Housing Development Program

Purpose:

The City of Ripon In-Fill Housing Development Program (“Program”) is established to encourage the construction of new housing on vacant or under-utilized residentially zoned lots within the older, established areas of the city. This Program implements key recommendations of the City of Ripon Housing Study and Market Analysis by facilitating small-scale, infill development that supports neighborhood revitalization and efficient use of existing infrastructure. In-fill development increases housing density in already established areas of the city, promotes the revitalization of older neighborhoods, and is more cost-effective by utilizing existing public utilities and infrastructure. By focusing on these areas, the City supports reinvestment in neighborhoods that are already served by streets, water, sewer, and other municipal services, avoiding the added cost of extending infrastructure to new development sites.

Program Goals:

- Support reinvestment in older neighborhoods.
- Promote efficient use of existing public infrastructure and services.
- Increase the availability of quality, market-rate housing options.
- Provide financial assistance to offset development costs for in-fill housing.

Program Funding:

The Program will be initially funded from the City’s TID Housing Extension Fund. Funding availability is subject to change based on City budget allocations and TID revenue availability.

Eligible Project Area:

Projects must be located within the City of Ripon on residentially zoned (R-1, R-2, or R-3) vacant or under-utilized lots in older parts of the city.

The following areas are excluded and not eligible for funding:

- Sandmar Subdivision
- Rolling Hills Subdivision

Eligible Property Types:

Only new construction of the following housing types are eligible:

- Single-Family Homes
- Duplexes (Two-Family Homes)

Multi-family developments (three or more units) are not eligible.

Incentive Amount:

The City will provide a reimbursement incentive of up to \$10,000 per dwelling unit to assist with eligible development costs. For example:

- A single-family home is eligible for up to \$10,000.
- A duplex is eligible for up to \$20,000 (i.e., \$10,000 per unit).

Eligible Costs:

Reimbursable costs include:

- City permitting fees;
- City utility connection fees (water, sewer);
- Private lateral connection costs (water, sewer);
- Electrical and gas utility connection costs; and
- Street and sidewalk repair or restoration costs related to utility connections.

Application Submission:

Applicants must submit a complete Program Application along with their building permit application. The City will review the application for eligibility and funding availability at the time of submission.

Applicants will receive a preliminary commitment letter confirming conditional eligibility, subject to receiving a certificate of occupancy and submission of final documentation.

Reimbursement Request:

Following the issuance of a Certificate of Occupancy, the applicant must submit a reimbursement request form, including:

- Proof of payment for eligible costs
- Copies of invoices and receipts
- Final building permit documentation

Funds will be reimbursed by the City within 60 days of receipt of all required documentation.

Funding Timeline:

All approved funds must be used within 24 months of the building permit being issued. Funds not reimbursed within this period shall be forfeited and returned to the Program fund balance.

Additional Requirements:

- All projects must comply with applicable zoning regulations and receive all necessary approvals and permits.
- Properties must be developed in accordance with City building codes and ordinances.
- Developers must be in good standing with the City (e.g., no outstanding taxes, fees, or code violations).

Program Administration:

This Program shall be administered by the City Administrator's office. The City Administrator, or their designee, shall have the authority to interpret and implement program guidelines and to approve or deny funding based on eligibility and availability.

For questions regarding the program, please contact:

Adam Sonntag, City Administrator
City of Ripon
100 Jackson St.
Ripon, WI 54971
(920) 748-4914
asonntag@cityofripon.com