

**SANDMAR LOT SALE  
HOUSING PROGRAM**

PROGRAM APPLICATION

Please complete and return to:  
City of Ripon  
Attn: City Administrator  
100 Jackson St., Ripon, WI 54971  
Phone: (920) 748-4914  
asonntag@cityofripon.com

Applicant Name(s) \_\_\_\_\_

Note: Please list names of  
all property owners as  
shown on deed or land  
contract. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ / \_\_\_\_\_ (home) \_\_\_\_\_ / \_\_\_\_\_ (mobile)

Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

Will the housing cost the household no more than 30% of the household's gross monthly income? \_\_\_ Yes \_\_\_ No

Please select a Lot: \_\_\_\_\_ (Lot Eligibility: Lots 9-24 and 27-36 in the Sandmar residential neighborhood would be available for the program.)

Description of home improvements:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of improvements: \$ \_\_\_\_\_

**PROGRAM DETAILS:**

- a. The purchase price for the lot shall be Twenty-Nine Thousand Five Hundred Dollars (\$29,500.00) from Sandmar Properties, LLC.
- b. The City shall provide a grant at closing not to exceed Twenty-two Thousand Dollars (\$22,000.00). The buyer shall be responsible for the balance to acquire the lot from Sandmar Properties, LLC.
- c. The buyer agrees to the following installment payment schedule via special assessments from the city for the grant:
  - i. An assessment of \$7,000 shall be levied against the property if the buyer fails to construct a single-family home on the lot and obtain an occupancy permit within (1) year from closing.
  - ii. An assessment of \$7,500 shall be levied against the property if the buyer fails to construct a single-family home on the lot and obtain an occupancy permit within (2) years from closing.
  - iii. An assessment of \$7,500 shall be levied against the property if the buyer fails to construct a single-family home on the lot and obtain an occupancy permit within (3) years from closing.

d. If buyer constructs a single-family residential home and receives an occupancy permit from the City of Ripon Building Inspector on the parcel purchased herein, the remaining installment payments not yet due at the time said house is completed shall not be required.

e. If the buyer fails to construct a single-family home on the lot under the terms of this agreement, the installment payments shall be assessed as a special charge to the real estate in accordance with the schedule in Section (c.) above as a grant repayment.

Program funding and lot availability is subject to change. This program does have limited funding and may be suspended by the city at any time.

**ADDITIONAL DOCUMENTATION:** Applicant shall submit financing commitments and any available housing plans prior to closing on the lot.

I certify that the information in this application is correct and accurate to the best of my knowledge. I/we consent to the disclosure of such information for purposes of ownership verification related to my/our application for a home lot purchase. I/we understand that giving false information on this application will result in disqualification from the Sandmar Lot Sale Housing Program.

---

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

---

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

---

**For Office Use Only**

Date Received: \_\_\_\_\_

Applicant Eligible: \_\_\_\_\_ Yes \_\_\_\_\_ No

---

\_\_\_\_\_  
City Administrator      Date