

Proposal Requirements

At a minimum, each proposal should provide the following items in detail following a logical format.

- Purchase price offer for property.
- Intended use of the property
- Detailed rehab plans & all changers and improvements necessary both to meet code requirements as well as to provide for the intended use must be specified and detailed.
- Detailed illustrations of floor plans and use of space.
- Front, side and rear elevations of exterior facades including any significant architectural details. Drawings/Renderings must be large, clear, and detailed.
- Firm third party professional (engineer, architect, knowledgeable & experienced contractor[s]) estimate of the entire costs for rehab. Estimate should be broken down by cost centers and include a total.
- Estimated firm timeline indicating the duration of the project from start to finish.
- Proof of financial ability to complete the project in an amount matching the estimated costs. Proof must be in the form of a letter of credit, loan commitment, proof of cash on hand, or some other proof of financial ability acceptable to the City. Grants or special financing must be listed, but cannot count toward financial ability unless a copy of the award notice or other acceptable guarantee is provided.
- Acknowledgement form signed and attached to your proposal. (Form to be obtained from the City of Paducah Planning Department)
- Priority for start to finish projects, which address the entire structure(s).
- Priority for owner occupied properties
- Priority for uses which serve the highest & best use of the property in the opinion of the board.