



Code Compliance Forgivable Loan Program

City of Wauwatosa
Development Department
7725 W North Avenue
Wauwatosa, WI 53213
(414) 479-3520

APPLICANT INFORMATION

FOR OFFICE USE ONLY

Name:	Patricia Camp
Phone:	262-893-2492
E-Mail:	fosared7610@gmail.com

Application Date:
Approval Date:
Amount:

PROPERTY OWNER INFORMATION

Name:	Patricia Camp	Years Owned:	50+ (Family ownership)
Address:	844 W 33091 Connemara	Phone:	262-893-2492
City:	Doumar	State:	WI
		Zip:	53118
Owner's Signature (if not applicant):			

BUSINESS AND / OR PROJECT INFORMATION

Name of Business:	Wauwatosa Redevelopment, LLC		
Business/Project Owner's Name:	Patricia Camp		
Address:	7610 W State St	Phone:	262-893-2492
Type of Business:	Retail/Restaurant/office space owner		

PROPOSED IMPROVEMENTS

Code Compliance Project Description:	new electrical panels
Estimated Cost of Improvements:	

Check appropriately:

☒ I own the property in consideration

☐ I lease the property in consideration

I have read the Code Compliance Forgivable Loan Program Eligibility Requirements and Guidelines. I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed.

APPLICANT'S SIGNATURE:

→ Patricia Camp

DATE:

7/23/23

Program Guidelines

The Code Compliance Forgivable Loan Program is designed to assist properties located in the Village Business Improvement District, East Tosa commercial district, and other commercial districts in the City with code compliance improvements to buildings, such as accessibility modifications, fire systems and other compliance updates that must be made.

- The property shall be held in ownership or lease by the Borrower for a minimum of five (5) years or the Borrower shall remit the forgivable loan funds to the CDA in the following proportion:

Year 0-1: 100% of eligible loan funds
 Year 1-2: 80% of eligible loan funds
 Year 2-3: 60% of eligible loan funds
 Year 3-4: 40% of eligible loan funds
 Year 4-5: 20% of eligible loan funds

Eligibility Requirements

Please check each box to indicate acceptance of the eligibility requirement. Work that does not comply with the eligibility requirements is subject to reduction or retraction of award.

- ☒ All work pertaining to code compliance orders must be completed in entirety.
- N/A ☐ Work undertaken on the exterior of the building must result in a publicly visible improvement.
- ☒ Only work begun **after** approval by the Community Development Authority (CDA) is eligible for funding.
- ☒ All permits and plans must receive approval from all relevant City departments prior to work commencing.
- ☒ Project Cost must exceed \$2,000 to be considered for funding.
- ☒ Deferred maintenance activities such as painting, masonry, and minor repairs do not qualify.

Ineligible Properties

The following types of property are not eligible for the Code Compliance Program:

Tax delinquent property

Property whose owner has any other tax delinquent property

Property in litigation

Property in condemnation or receivership

Property owned by religious groups

Property owned by 501(c)3 nonprofit organizations on which taxes are not being paid

Properties, on which taxes are being paid, but have nonprofit use, such as schools, charities, clubs or organizations, etc.

Exclusively residential buildings

Daycare Centers

National Franchises or Retail Chain Stores (including those that are independently owned)

Funeral Homes

Program Guidelines

Application Review

Staff will determine if the submitted application package is sufficiently complete to review and will draft a recommendation to the Community Development Authority (CDA).

The CDA meets once a month. The application package is expected at least two weeks before the meeting date.

The CDA will review the application and determine the amount of project funding. In making the determination, the CDA will consider the following factors and may give priority to projects that meet the following criteria:

Is the project in a historic district or is it in an individually eligible historic building? **NO**

Will the project positively contribute to the City's assisted redevelopment effort? **YES**

Will the project ameliorate a blighting influence? **NO**

Will the business/project occupy a vacant commercial space? **NO**

Will the grant result in an improvement that would not be made otherwise? **YES**

Will the business retain and/or create jobs? **YES**

Required Materials for Application

Applications must be complete and include enough documentation to illustrate the details of the project and its costs. Failure to provide required information will delay the review process. The items submitted should include:

- ☒ **A completed application form**
- ☐ **Application Fee of \$50**
- ☒ **Written consent from property owner giving permission to conduct improvements (if applicable).**
- ☒ **Color photographs of existing conditions**
- ☐ Any other documentation necessary to illustrate details of the proposed project scope and completion schedule.
- ☒ **Submit two competitive proposals from licensed and bonded contractors.** These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Any contractor that has submitted a competitive, detailed estimate may be used. **Contractors cannot be changed unless new proposals have been submitted to the CDA.**
- ☐ Owners or merchants who are licensed or bonded contractors may perform work on their own properties or businesses, but must furnish at least one proposal other than their own. **N/A**
- ☐ Owners and merchants may perform work on their own buildings; however, they will not be reimbursed for their time while acting as contractor and/or installing material. **Material costs and labor of employees are reimbursable; however, documentation must be produced for the number of hours worked on the project by the employees and the rate of pay of the employees.** **N/A**

Program Guidelines

Award Reimbursement

Reimbursement can be up to 100% of the eligible improvement cost, not to exceed \$10,000 per building. The CDA reserves the right to approve funding above this level for projects involving extraordinary costs. All necessary government approvals, building permits, and taxes are not eligible items for reimbursement.

The CDA reserves the right to refuse reimbursements in whole or in part for applicants and businesses that:

- Do not conform to the Design Review Board approval (if applicable).
- **Do not comply with all City zoning, permitting, licensing and other relevant requirements.**
- **Do not conform to the proposals submitted with the application and authorized by the CDA.**
- Do not complete the project within 1 year. Since the CDA cannot reserve funds indefinitely, the grant may be subject to cancellation if not completed or significant progress hasn't been made by the completion date. **Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.**

Staff will inspect work to ensure that it complies with the approved plans. **Any changes to the approved plan will require a written request from the applicant and approval by the CDA in order to retain the funding.**

Required Documents for Reimbursement

Reimbursement can be expected in approximately **three (3) to six (6) weeks** after all of the following documentation has been submitted

- Copies of all paid invoices, canceled checks, and or bank statements for all of the code compliance work covered by grant. The invoices must be marked paid, signed, and dated by the contractors. **Cash payments are not allowed.**
- Lien waivers (cannot be substituted for canceled checks or bank statements).
- **Color photographs of completed project.**

I have read and agree to comply with the Code Compliance Forgivable Loan Program Eligibility Requirements and Guidelines. I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed.

APPLICANT'S SIGNATURE:



Patricia Ann



KETTLE MORaine
ELECTRIC & SOLAR, LLC
262-732-3990
www.kettlemoraineheating.com

Lead (Pb) Company Cert #DHS-1349690
Contractor #1015504

BILL TO

Wauwatosa Redevelopment
7610 West State Street
Wauwatosa, WI 53213 USA

ESTIMATE
136541166

ESTIMATE DATE
Jun 19, 2023

JOB ADDRESS

Wauwatosa Redevelopment
7601 Harwood Avenue
Wauwatosa, WI 53213 USA

Job: 106096

Technician: Tom Dreher

ESTIMATE DETAILS

Electrical Work :

Permit and inspection included

* We will have to cut up the neighbors parking lot to get a new conduit to the panel and we will patch the pavement back up with bags of asphalt patch from Home Depot. If they want an asphalt contractor to come in to patch it, that expense is on the owner.

Bollards in front of the meter are not included.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
KM-001 (E)	Total electrical project:: * We propose to demo existing electrical panels ,disconnects and the service mast outside. * We will have to cut the old service mast out which means cutting asphalt. * We will install a new 200 amp meter socket with a overhead 2" service mast. * We will install a new 2" conduit raceway from the meter socket to the new panel. * We will install a new 200 amp 40 space main breaker panel. * We will install 2 new ground rods with a #4 bare copper wire back to the panel. * We will install a #4 bare copper wire over to the water where it comes in the building to bond the system and install a bonding bridge for utilities to ground to. * We will extend all existing pipes that went to junction boxes and disconnects into the new panel. * We will install GFCI receptacle below the panel. * We will install new breakers where they are needed. * We will terminate all wires and label the panel.	1.00	\$9,455.00	\$9,455.00

SUB-TOTAL	\$9,455.00
TAX	\$0.00
TOTAL	\$9,455.00

Thank you for choosing Kettle Moraine Electric & Solar, LLC

CUSTOMER AUTHORIZATION

This estimate is valid for 10 days from date prepared. Deposit of 20% minimum is required at time of acceptance. Balance is due in full on day of installation.

My signature authorizes Kettle Moraine Heating & Air Conditioning, LLC to complete the above work. I understand that if rebates or credits are listed they do not come off the total due at install, but will be received via mail in the weeks following, as per the terms of each specific rebate or credit. .

*Kettle Moraine Heating and Air Conditioning, LLC (KMHAC) is fully insured and licensed.

*Notice of lien Rights: As Required by the Wisconsin construction lien law, claimant hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with owner or those who give the owner notice within 60 days after the first perform, furnish, or procure labor, services, materials, plans, or specifications for the construction. Accordingly, owner probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

RIGHT TO CANCEL Customer agrees and acknowledges that under state and federal law, Customer has a right to cancel this Agreement upon written notice to Company within three (3) business days of the Effective Date hereof without penalty. **LIMITATION ON CANCELLATION** The homeowner may rescind this agreement within three (3) days after signing. Rescission may be made by giving verbal or written notice via email or text to the sales representative or manager primarily responsible for overseeing the performance of the work.

CANCELLATION POLICY In the event of any job cancellation subsequent to the expiration of the 3- day cancellation period or waiver thereof, Customer acknowledges that such cancelation shall result in forfeiture of any deposits made. Additionally, Customer agrees and acknowledges that Company reserves the right, in its sole and exclusive discretion to charge Customer a restocking fee equal to Fifteen Percent (15%) of the costs and fees associated with any parts, equipment, or materials.

WARRANTIES The contractor warrants to the homeowner that materials and equipment furnished under the contract are of good quality and free from known defects. In addition to all manufacturer warranties, the contractor warrants that all work performed will conform to trade best practices and customs and provides a One-year (1) workmanship warranty to correct any defect in the work performed. This warranty excludes damage or defects caused by abuse, neglect, alterations to work not performed by the contractor, improper operation, and normal wear and tear. If the homeowner fails to notify contractor of defects within the one-year period or does not provide the contractor adequate opportunity to correct such defects, the homeowner waives the right to require corrections and waives any claims for breach of warranty. Warranty exclusions will apply if repair or maintenance work is not performed by a licensed professional HVAC installer or contractor such as KMHAC.

Sign here

Date



ROMAN ELECTRIC CO., INC.
Since 1929

Electrical Panel Swap

Electrical Proposal

July 17, 2023

PREPARED FOR

Wauwatosa Redevelopment LLC
7601 W Harwood Avenue
Wauwatosa, WI 53213

Attn: Patricia Camp - (262) 893-2492 - tosared7610@gmail.com

RE: Electrical Panel Replacement from Fuses to Breakers
Commercial Services-Electrical

Thank you for considering Roman Electric to service your electrical needs. We propose to furnish labor and material in first class workmanship according to our site visit and the following specifications:

- Procurement of electrical permit from Wauwatosa and subsequent inspection
- Removal and disposal of the following components from the existing electrical services within the building:
 - (6) existing disconnecting safety switches for water heater A/C Unit, Baseboard Heaters and Rooftop A/C Unit
 - (1) electrical fuse box
- Existing first means of disconnect shall remain in place
- Installation of (1) 120V, (42) space electrical panel with coordinated circuit breakers for existing loads
 - All existing loads to be combined in the new electrical panel

For the above work, we quote the sum of**\$7,100.00**

Exclusions:

- We Energies charges
- Sales tax if applicable
- Premium time, including weekends and national holidays.
- Correction of pre-existing building and/or additional electrical code violations.
- *****No electrical work on energized circuits. Required (8) hour temporary power interruption. Duration and time of outage shall be coordinated with Owners prior to commencement of work.***

General Conditions:

- The contractor shall not be liable for unforeseen corrections cited by the Authority Having Jurisdiction (AHJ).
- The contractor shall not be held liable for errors or omissions in designs by others, nor inadequacies of materials and equipment specified or supplied by others.
- Equipment and materials supplied by the contractor are warranted only to the extent that the same are warranted by the manufacturer.
- The contractor shall not be liable for indirect loss or damage.
- Unless included in this proposal, all bonding and/or special insurance requirements are supplied at additional cost.
- If a formal contract is required, its conditions must not deviate from this proposal without our permission and will incur additional cost for processing.
- Any conditions (verbal or written) expressed or implied elsewhere, which are contrary to these conditions shall be null and void.



ROMAN ELECTRIC CO., INC.

Since 1929

LIEN NOTICE

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, ROMAN ELECTRIC CO., INC. HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDING IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED ROMAN ELECTRIC CO., INC., ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY CALENDAR DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER WILL PROBABLY RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. ROMAN ELECTRIC CO., INC. AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

Your approval is required within 10 days from the date of receipt. This estimate covers direct costs of work described in the above scope and we reserve the right to claim for impact and consequential costs as well as the right to correct this estimate for errors and omissions.

If the above terms are acceptable, your signature and date are mandatory. Please and return this document to me via email or fax listed below my signature, for the proposal to be enacted. Include the proper invoicing address for accounts payable. As always, should there be any further questions, please do not hesitate to call me. We value our relationships and look forward to working with you on this or any future project you might have.

Sincerely,

Robert Bueno

Commercial Service Manager – Electrical/Plumbing
ROMAN ELECTRIC CO., INC.

Accepted by:

Name

Date

