

## **Infill Program Guidelines**

In the past year, there has been increased demand for housing in the City of Kokomo. The Kokomo Community Development Corporation (KCDC) maintains vacant lots in residential neighborhoods which offer considerable opportunities for meaningful economic and community development projects within the City. KCDC and its strategic partners are seeking investors, developers, and stakeholders to facilitate the purchase of KCDC owned vacant lots to develop single family, multifamily, and commercial properties on the KCDC lots via the Infill Program.

### **Program Goals:**

- Improve neighborhood stability and vitality
- Improve neighborhood property values
- Reduce City maintenance costs
- Encourage home ownership

### **Program Requirements**

- The program offers up to three Sale IDs per application.
- A professional contractor or homebuilder that can demonstrate a history of home construction experience and financial capacity to construct more than three houses in one year, may be granted more than three Sale IDs.
- The same general contractor/homebuilder MAY NOT be used by more than one applicant.
- The program operates on a first come, first served basis for proposals. The first responsive and responsible applicant to submit a complete application that is approved, will receive priority consideration.
- Several Sale IDs combine adjoining parcels.
- **Please use the Sale ID on the application when selecting parcel(s)**

- Although only three Sale IDs may be awarded per applicant, applicants may list up to six Sale IDs in order of preference on their application.
- Submission of an application, regardless of whether it meets Program Requirements, does not require the KCDC to transfer the vacant lot and does not guarantee the application will be approved or that the property will be transferred to the applicant.
- The applicant must be current on property taxes for properties for which they are a deeded owner in Howard County and have no current housing or building code violations.
- If an application is approved and the property transfers to the applicant, the applicant is responsible for paying the property taxes associated with the vacant property.
- The applicant agrees and understands that the parcel is transferred “AS IS.”
- Neither KCDC nor City of Kokomo guarantee the existence of utilities to the property, including sanitary sewer connection. If utility hook-ups are needed, it is the responsibility of the applicant alone to pay for these utility hook-ups.
- Neither KCDC nor City of Kokomo certify that there is no underground debris or materials from prior construction—i.e. foundations, basements, etc.
- All projects must meet local zoning, building codes, and planning requirements
- Applicants are encouraged to contact the Kokomo Plan Commission ([khcpc@cityofkokomo.org](mailto:khcpc@cityofkokomo.org)) to learn of any zoning restrictions or building requirements.
- The property will be transferred with a QUITCLAIM DEED. KCDC will not be

providing title insurance. If title insurance is desired it will be the responsibility of the developer.

- Requirements will include ensuring that properties are maintained and developed in accordance with a mutually agreed upon development agreement to be executed by buyer and KCDC. If the buyer fails to maintain or develop the property pursuant to the development agreement, KCDC may take title to the property back from the developer.
- The following items are required in all residential developments:
  - a. A covered front porch at least 5 feet in depth for at least 25% of the front façade.
  - b. Central air conditioning
  - c. Roof overhang of at least 12”
- The following items are prohibited from the external of all developments:
  - a. Treated lumber unless covered by another opaque material
  - b. Car ports
  - c. Stone parking areas
  - d. Staircases leading the upper stories
  - e. Upon approval and execution of the necessary documents, KCDC will provide the lot to the property owner.
  - f. Homeowner may apply for the City’s 50/50 sidewalk program
- For the Infill Program, vacant and buildable property will only be transferred for the purpose of constructing a new residential structure.
- **The Kokomo Infill Program expires at 10:00 am (EDT), Friday, June 20, 2025. Applications will not be accepted after 10:00 am (EDT), Friday, June 20, 2025.**

## **Infill Program Process**

1. Applicant submits application to the Kokomo Development Department via email ([infill@cityofkokomo.org](mailto:infill@cityofkokomo.org))
2. Application is reviewed by KCDC and City Staff to determine if the application is complete and if the application meets the Infill Program requirements. Applications are reviewed within five business days of initial submission.
3. When an application is approved, the applicant will be notified by email and will have 72 hours to sign the Development Agreement.
4. Applicant must enter into a Development Agreement with KCDC, submit a site plan for review by the Inspections Services Department, obtain any approvals and variances necessary from the Kokomo Plan Commission and Board of Zoning Appeals (if required), and submit proof of financial capacity to build for the property to be transferred.
5. Applicant must execute all documents necessary to effectuate the Development Agreement which will provide a reversionary interest in the property in the event of default.