



## **Plymouth HRA**

3400 Plymouth Blvd.  
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### **Architectural Design Service Program Guidelines**

The purpose of the Architectural Design Service Program is to assist homeowners in their efforts to update older homes and to provide technical assistance to ensure those updates are of sound quality and design. The Plymouth Housing & Redevelopment Authority (“HRA”) will pay for a two-hour architectural consultation for homeowners interested in an addition or in expanding the living space in their home (such as a basement or attic remodel). Homes must be 30 years old or older in order to be eligible. Architects will be chosen by the homeowner from a pre-approved list of participating firms.

#### **Eligibility Requirements**

**Eligible Applicants:** Owner-occupants of residential property in the City of Plymouth. The applicant must be current on all debt obligations and taxes related to the property that is to be improved. If any of these payments are delinquent, they must be made current before the application can be approved for funding. In addition, there shall be no outstanding mechanics liens filed against the property and the property must be properly insured. Homeowners may not receive reimbursement for more than one architect consultation through this program.

**Eligible Properties:** Owner-occupied residential properties located within the City of Plymouth that are at least 30 years old at the time of application.

**Eligible Architects:** The HRA will maintain a list of approved architects that are eligible for the program. Homeowners may choose any architect from the approved-list maintained by the HRA. The list of firms will be generated by a Request for Qualifications process. Architects not already on the approved list may apply to the HRA at any time. However, the HRA reserves the right to cap the number of approved architects at its discretion.

#### **Process**

**Application:** Homeowners will contact the Plymouth HRA to verify that their property is eligible and to request an application form. If eligible, homeowners may submit an application form and related documentation (proof of insurance, recent statement showing mortgage current). If homeowner is approved, the HRA will provide the homeowner with the list of

approved architects. Approved homeowners will then schedule a consultation with one firm chosen from the list of approved architects maintained by the HRA.

**Consultation:** The architect will visit the client's home for the two-hour consultation, which may include discussing renovation options, describing the process of working with an architect, and/or providing basic drawings as time allows. The homeowner will pay a co-pay (see below) directly to the architect, and the architect will have the homeowner sign a Certification of Use form (obtained from the HRA). If the client hires the architect for additional work (such as to produce biddable documents), the Plymouth HRA would have no further involvement.

**Payment:** The total architect fee for the consultation is \$250, of which \$100 will be a copay paid by the homeowner to the architect at the time of the consultation. The HRA will pay the remainder of the architect fee directly to the architect upon receipt of an invoice and the signed Certification of Use form.

Participants whose household income is below 80% of area median are eligible for a reduced copay of \$50. In order to qualify for a reduced copay applicants must submit a copy of their most recent federal income tax return with the application form. See below for current 80% income limit thresholds based on household size:

1 person	2 person	3 person	4 person	5 person	6 person	7 person
\$52,850	\$60,400	\$67,950	\$75,500	\$81,550	\$87,600	\$93,650

### **Contact**

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