

APPLICATION

Builder Financial Assistance for New Residential Construction



Completed applications should be returned via email to grants@co.williams.nd.us or by mail/in person to the following addresses:

By Mail: Lindsey Harriman | 3rd Floor Admin | PO Box 2047 | Williston, ND 58802-2047

In person: Williams County Administration Building | 3rd Floor | 206 E Broadway | Williston, ND 58801

Eligible applicants include any builder that is a licensed contractor in the state of North Dakota that is constructing new owner-occupied single-family residential property or an individual who is building that individual's own residence. The new single-family residential property can be located anywhere in Williams County and construction of the foundation must have begun after April 15, 2025.

GENERAL INFORMATION

Contractor (Builder) Name:
or owner name if owner is building own residence

Contractor (Builder) Company:

Contractor License #:

Class of Contractor License:

Preferred Phone #:

Email Address:

Mailing Address:

Developer Name/Company *(if applicable):*

Developer Address *(if applicable):*

Have you constructed homes in Williams County in the past five years? ☐ Yes ☐ No

If yes, when? *list year(s)*

CONSTRUCTION LOAN INFORMATION

Lending Institution:

Representative:

Phone Number:

Email Address:

Please continue for the remainder of the application. Signature page is on page 6.

PROPERTY INFORMATION	
Property Owner:	
Property Address:	
Subdivision:	
Parcel Number(s): <i>please attach a separate page if more room is needed</i>	
Type of Dwelling: <input type="checkbox"/> Single Family <input type="checkbox"/> Townhome <input type="checkbox"/> Condo <input type="checkbox"/> Stick-built Home <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Mobile Home <input type="checkbox"/> Modular Home	
Manufacture Date: <i>If applying for an off-site built home (e.g. manufactured)</i> <i>Must have a manufacture date within one year of the application date.</i>	
Building Permit Issue Date:	Building Permit #:
Building Permit Issued By (indicate jurisdiction):	
Anticipated List Price: <i>The purchase price must be no more than the current FHA Mortgage Limit, plus 10% (\$576,647.50 as of 1/1/2025).</i>	

Project Readiness

Construction loan and/or other financing has been secured. ☐ Yes ☐ No

Purchase of lot is complete. ☐ Yes ☐ No

Building permit has been issued and paid for in full. ☐ Yes ☐ No

How many homes are you building as of the date of this application? _____

When will construction of foundation begin? _____

When will construction of the home be complete? _____

Expense Request

Williams County will fund up to a total of \$25,000 per newly constructed single-family residential property for infrastructure lineage from home to mainline, sidewalks, septic system installation, or special assessments related to sidewalks/water/sewer/roads.

Eligible Expense Types:

- **LINEAGE (L):** Lineage from residence to mainline for water, sewer, or electric; Sidewalks
- **SPECIAL ASSESSMENTS (SA):** Sidewalks, road/street, water, sewer
- **SEPTIC INSTALLATION (SI):** Individual or community septic system

Expense Type (code) <i>(from list above)</i>	Expense Description	Vendor	Est. Cost to Complete	Est. Install Date

Marketing Plan

If the properties listed in the application are speculative, please attach or use the space below to describe a marketing plan, inclusive of any purchase incentives, social media or web presence, realtor information, or other information that demonstrates how the homes/subdivision will be promoted.

Application Document Checklist: Please include the following documents with your application. Application cannot be reviewed until all documents are received.

- Letter from lending institution confirming financing. Letter must be on lending institution's letterhead and signed by an authorized representative for the lending institution.
- Completed Building Permit Application for all properties listed in the application, inclusive of all documents required with application.
- Building Permit, paid in full, issued by appropriate public entity for all properties listed in the application
- Copy of current contractor's license issued by the State of North Dakota.
- Proof of purchase and ownership of property in the form of a fully executed Purchase Agreement or Warranty Deed.
- Documentation demonstrating that the developer or builder is allowed to build on the land, if developer or builder are not the landowner/deed holder.
- Documentation certifying the contractor has a binding contract with applicant, if contractor is not landowner.
- Recommended, but not required: Quote(s) for the expenses requested.

DISCLOSURE

Please disclose below any and all existing liens, judgments, mortgages, and litigation, closed and pending, related to the applicant's business or the subject property within the past three years through date of submission of the application. If the applicant is a developer, the licensed contractor for the project must also disclose any and all liens, judgments, and litigation, closed and pending, related to the contractor within the past three years through date of submission of the application. Failure to provide this information may result in disqualification or denial of the application.

Please read and initial the following statements:

- _____ I understand that I need to consult my own tax advisor regarding any potential income tax implications of being granted these funds as Williams County is unable to provide any guidance regarding income tax.
- _____ I understand that, if approved, I will not receive requested funds directly, unless I am otherwise approved for reimbursement. All expenses will be paid directly to the utility service entity, including a political subdivision, installation company, or utility company.
- _____ I certify that none of the properties listed in the application are delinquent in special assessments or property taxes.
- _____ I understand that, upon sale of the residential property, I must notify the Williams County Community Engagement Coordinator, in writing, of the sale, the sales price, and provide a copy of the appraisal.
- _____ I understand that I may not have incurred any of these expenses prior to submission of this application and I will not receive reimbursement for any expenses incurred prior to the approval of my application.
- _____ I understand that if funded, I will need to complete construction within 18 months from the date of this application. If construction is not completed, or abandoned, I may become ineligible for any future funding opportunities.
- _____ Once construction is complete, I will need to provide a copy of the Certificate of Occupancy to the Williams County Community Engagement Coordinator.

Application Signature Page

Contractor Signature:

Date:

Printed Name:

Title:

Developer Signature:

Date:

Printed Name:

Title:
