Information to Share with CHIP Developers

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Before investing significant time and money in a housing project, developers typically want answers to three questions:

1. **Is our project a good fit for your community?**
2. **What information will the municipality expect from us?**
3. **How does your local process work?**

Providing clear, easy-to-find information helps answer these questions and encourages productive conversations before significant time and resources are invested. It also helps municipalities communicate their expectations consistently while making it easier for developers to determine whether a project aligns with community goals and is ready for municipal review.

Not every municipality can - or needs to - provide the same information. Start with the resources you already have available, such as planning documents, maps, regulations, and contact information. As your community gains experience with CHIP, you can expand these resources to better support developers and streamline the local review process.

1. Is Our Project a Good Fit for Your Community?

Help developers decide whether they should pursue a project in your municipality.

Include information such as:

Community Vision

- Town Plan

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- Housing Action Plan or Strategy
- Economic Development Strategy
- Capital Improvement Plan
- Housing Priorities

Housing Needs

- Preferred housing types
- Affordability goals
- Redevelopment priorities
- Mixed-use opportunities

Preferred Development Areas

- Zoning map
- Future land use map
- Designated areas
- Utility service areas
- Transportation access
- Flood hazard areas
- Brownfield information

Your Municipality's Interest in CHIP

- Statement describing your willingness to consider CHIP projects
- Types of projects you hope to encourage
- Local policies that guide project evaluation

Learn About CHIP

Provide links to:

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- VEPC CHIP webpage
- VLCT CHIP IN VT webpage
- Frequently Asked Questions about CHIP that your municipality receives

2. What Information Will the Municipality Expect from Us?

Explain what developers should prepare before requesting municipal participation.

Before the First Meeting

Explain what developers should submit, such as:

- Project description
- Site location
- Concept plan
- Housing program
- Infrastructure needs
- Estimated schedule
- Development team
- Financing approach

CHIP Readiness

Describe the level of project development your municipality typically expects.

Examples include:

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- Site control
- Preliminary engineering
- Environmental due diligence
- Financial feasibility
- Utility planning
- Financing progress

How Projects Are Evaluated

Explain the questions the municipality considers, such as:

- Does the project support community goals?
- Is the project financially viable?
- Is the developer prepared?
- Are infrastructure improvements eligible?
- Can the municipality successfully manage the project?

Financial Expectations

Explain:

- CHIP reimburses eligible costs.
- Municipal borrowing may be necessary.
- Developers may be responsible for certain studies.
- Additional financial information may be requested.

Agreements

Briefly describe agreements that may be required:

- Development Agreement
- Housing Infrastructure Agreement

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- Reimbursement Agreement
- Performance assurances

3. How Does Your Local Process Work?

Explain what developers can expect after contacting the municipality.

Getting Started

Explain:

- How to request a meeting
- Purpose of pre-application meetings
- Who participates

Municipal Review Process

Provide:

- Process map (see VLCT's CHIP Project Roadmap)
- Review steps
- Boards involved
- Approximate timelines
- CHIP application milestones

Public Engagement

Explain your community's approach to and developer expectations for:

- Public meetings

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- Neighborhood outreach
- Communication
- Community feedback

Municipal Contacts

Identify key staff contacts applicable to your municipality.

- A primary CHIP contact, if designated
- Planning and zoning
- Municipal manager or administrator, if applicable
- Public works (transportation, stormwater)
- Water and wastewater utilities
- Economic development
- Regional Development Corporation (for developer assistance)

Additional Resources

Provide links to:

- Zoning bylaws
- Subdivision regulations
- Permit applications
- Fee schedules
- Infrastructure information, such as water and wastewater capacity
- Utility contacts
- Incentives the municipality provides, such as waivers of development fees (if applicable)

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Helping Developers Get Started

Sharing clear, easy-to-find information helps municipalities and developers begin CHIP conversations with a common understanding of local goals, expectations, and processes. Developers can better determine whether a project aligns with community priorities before investing significant time and resources, while municipalities receive more complete proposals and spend less time answering the same introductory questions.

Every municipality starts from a different place. Begin by sharing the information and resources you already have available, then add new materials over time as your community gains experience with CHIP. Even a few well-organized resources can make the local review process more transparent, consistent, and welcoming for prospective development partners.

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