

# City of Boulder Uniform Relocation Assistance (URA) Evaluation Form

*Please answer the following questions to determine if your project activities will involve property acquisition and/or household relocation that will require compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, 42 U.S.C. § 4601 et seq., and section 104(d) of the Housing and Community Development Act of 1974, as amended (HCDA), 42 U.S.C. § 5304(d).*

Does the project requesting federal assistance involve the acquisition of real property, rehabilitation, or demolition in any phase? ☐ Yes ☐ No  
**If no**, this review is complete. **STOP here.**  
**If yes**, complete the rest of this form.

## SITE ACQUISITION SECTION

- ☐ The project involves rehabilitation only. No acquisition is involved (including downpayment assistance);
- ☐ The site is owner-occupied, a single unit with no rental units, either occupied or vacant;
- ☐ The site has been owner-occupied for at least one year prior to the application; and,
- ☐ No temporary relocation will be required for lead-based paint treatment or for any other reason.  
The City of Boulder will be notified prior to closing if the above should change.

1. **Does the applicant currently own the site?** ☐ Yes ☐ No

a. Date site was acquired/purchased \_\_\_\_\_

2. **Will the project require acquisition of real property?** ☐ Yes ☐ No

a. If yes, please provide the total number of parcels of property remaining to be acquired: \_\_\_\_\_

b. Do you have an executed purchase option contract, or sales contract with any owners? ☐ Yes ☐ No

3. **Will the project require rehabilitation or demolition of a structure?** ☐ Yes ☐ No

4. **Is the property or structure currently occupied?** ☐ Yes ☐ No

*If yes, check all **occupant** types that apply.*

- ☐ Residential    ☐ Business/Commercial    ☐ Farm  
☐ Church    ☐ Nonprofit Organization    ☐ Other

5. **Number of parcels to be acquired:** Residential \_\_\_\_\_ Non-Residential \_\_\_\_\_

Current Property Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

6. **Has Site Control Been Secured?** ☐ Yes ☐ No

a. If YES, who has secured site control?

☐ THE CITY

☐ THIRD-PARTY. Name of person/agency: \_\_\_\_\_

(please check how control was secured and attach supporting documentation)

- |  |            |
|--|------------|
| <input type="checkbox"/> Option                          | Date _____ |
| <input type="checkbox"/> Contract of sale/sales contract | Date _____ |
| <input type="checkbox"/> Land Contract                   | Date _____ |
| <input type="checkbox"/> Other (i.e., donation, etc.)    | Date _____ |

b. If NO, who will be securing the site control? \_\_\_\_\_

☐ THE CITY (check how it will be secured)

- ☐ Eminent domain process will be used as a specific site has been identified.
- ☐ Voluntary acquisition will be used (i.e., scattered sites, voluntary sales)
- ☐ Not sure

☐ THIRD-PARTY. Name of person/agency: \_\_\_\_\_

7. **Type of Structures/Improvements Involved (Check all that apply):**

a. **Unit Type:**

- |  |                   |
|--|-------------------|
| <input type="checkbox"/> <u>Single detached</u> : Single-family, stand alone house, one unit                               | No. of units_____ |
| <input type="checkbox"/> <u>Row house</u> : Units are deeded separate, share exterior walls, have separate front entrances | No. of units_____ |
| <input type="checkbox"/> <u>Duplex</u> : Single structure - 2 units side-by-side   | No. of units_____ |
| <input type="checkbox"/> <u>Two flat</u> : Single structure - 2 units up & down  | No. of units_____ |
| <input type="checkbox"/> <u>Triplex</u> : Single structure with 3 units  | No. of units_____ |
| <input type="checkbox"/> <u>Four-plex</u> : Single structure with 4 units  | No. of units_____ |
| <input type="checkbox"/> <u>Multi-family</u> : More than 4 units/buildings   | No. of units_____ |
| <input type="checkbox"/> <u>Nonresidential</u> : (i.e., commercial)  | No. of units_____ |
| <input type="checkbox"/> <u>Other</u> : (i.e., signs, personal property)   | No. of units_____ |

b. **Occupancy:**

Vacant units	No. of vacant units_____
Tenant occupied units	No. units occupied_____
Owner occupied units	No. units occupied_____

**If units are now vacant, please provide a copy of an "OWNER'S CERTIFICATION OF NON-DISPLACEMENT" for each vacant unit.**

8. **If the project is occupied by tenants (residential and/or nonresidential):**

- a. Will the project activities require the tenants to MOVE PERMANENTLY from the site? ☐ YES ☐ NO

**If YES**, please indicate the number of:

Residential tenant units	_____
Nonresidential units	_____
Other	_____

- b. Will tenants be permitted to REMAIN ON SITE after completion of the project? ☐ YES ☐ NO

**If YES**, please indicate the number of:

Residential tenant units	_____
Nonresidential units	_____
Other	_____

9. Please provide copies of the following documentation:

- ☐ Relocation Plan (include any plans for temporary/permanent relocation and or inconveniences anticipated due to this project)
- ☐ Rent Roll (a list of all persons, including children, roommates and businesses who occupy the property (Businesses may include but are not limited to daycare, computer repair, car maintenance, performed by tenants, etc.)
- ☐ List of previous tenants who have moved within the past year
- ☐ General Information Notices (federal funds application) w/ proof of delivery (signed acknowledgements or certified mail receipts)

**NOTE:** If tenants are to be permitted to remain on site, it will be necessary to determine if any temporary moves will be required as the result of project activities.

## NOTICES AND FORMS

“GENERAL INFORMATION NOTICE”

“NOTICE OF NON-DISPLACEMENT”

“SELLER OCCUPANCY CERTIFICATION”