

LOI Submission Checklist

226 N. Laura Street – Snyder Memorial Methodist Church

Downtown Jacksonville, Florida

1. Cover Letter

- Legal name of responding entity
- Primary contact (name, title, phone, email)
- Brief statement of interest in the property
- Acknowledgment of historic landmark status
- Signed by authorized representative

2. Respondent Information

- Entity name and legal structure (LLC, LP, Corp., Non-Profit, etc.)
- State of formation and year established
- Brief description of ownership structure
- Identification of development, operating, and management entities (if applicable)

3. Principal Team Members

- Names and titles of key principals
- Relevant background and years of experience
- Role of each principal in this project
- Experience with adaptive reuse, historic, or urban projects
- Resumes attached (optional but encouraged)

4. Project Concept & Intended Use

- Description of proposed use(s)
- Primary and secondary components (e.g., restaurant, event, cultural, office, etc.)
- Target users/customers
- Explanation of why the concept is appropriate for this historic building

5. Historic Preservation Approach

- Philosophy toward preserving historic and architectural elements
- Treatment of key features (façade, stained glass, interior volume, tower, etc.)
- Experience working with historic preservation review or tax credits (if applicable)

6. Alignment with City & CRA Goals

- Consistency with Northbank CRA Plan objectives
- Contribution to arts, culture, history, or entertainment
- Support for Downtown vibrancy and activation
- Enhancement of adjacent City assets:
 - James Weldon Johnson Park
 - Main Library
 - MOCA / City Hall area

7. Street-Level Activation & Community Impact

- Description of street-level or publicly oriented uses
- Interaction with surrounding public spaces
- Benefits to Downtown residents, workers, and visitors
- Any proposed programming or community-oriented elements

8. Development Approach & Timeline (High-Level)

- Overview of development strategy
- Preliminary timeline from selection to opening
- Key milestones (design, approvals, construction, opening)

9. Financial Capacity (Narrative Only – No Financials Required)

- Description of anticipated funding sources
- Relevant capital markets or project financing experience
- Statement of financial readiness to execute the project
- Willingness to provide financials at a later stage if requested

10. Proposed Deal Structure (Conceptual)

- Interest in lease, purchase, or flexibility between both
- General term expectations (if lease)
- Willingness to work collaboratively with the City on deal structure
- Conceptual discussion of public incentives, if applicable

11. Comparable Experience

- 3–5 relevant projects listed
- Project name & location
- Use / concept
- Respondent's role
- Status (completed / operating / in progress)

12. Required Acknowledgements

- Understanding that the submission is non-binding
- Understanding of historic designation requirements
- Acknowledgment that the City may request additional information
- Confirmation that the City/DIA reserves full discretion in selection

13. Optional Attachments (Encouraged)

- Concept imagery or precedent photos
- Organizational chart
- Letters of interest from operators or partners
- Any additional information supporting the submission