

Request to Purchase City-Owned Property

THIS SECTION IS FOR PERSON INTERESTED IN ACQUIRING CITY PROPERTY

Name _____ Date of Request _____

Address _____
Street City State Zip Code

Phone No. _____ Email _____

Business/Organization _____

Property(ies) interested in acquiring:

Tax Parcel # _____ Address _____

Tax Parcel # _____ Address _____

Proposed use of property by requestor: _____

THIS SECTION TO BE COMPLETED BY CITY STAFF

Application # _____ Date Request Received _____

Received by _____ Dept. _____

City owns parcel(s) applicant wishes to purchase ____ Yes ____ No

Fixed Asset number(s) _____

Date property acquired by City _____

Who property was acquired from _____

Register of Deeds Deed Book _____ Page Numbers _____

How property was acquired by City (i.e., donation, purchase, exchange, foreclosure, etc.) _____

If purchased, source of funds (i.e., CDBG, HMGP, other grant, etc.) _____

Current zoning of property _____ Proposed use allowed by current zoning? ____ Yes ____ No

If no, zonings which allow proposed use _____

Restrictions on use of property (i.e., HMGP property cannot be disposed of or built upon) _____

Each department shall specify below whether they have any current or future use of property, to include land banking for affordable housing or future City project, right-of-way, etc.

Department	Current Use of Property	Future Need/Use of Property
CAO		
CMO		
Engineering		
Fin. Services		
Fire/Rescue		
N&BS		
P&DS		
Police		
Public Works		
Rec & Parks		

City's current use of property (i.e., vacant lot, vacant structure, land banking for affordable housing, etc.)

City's future intended use of property _____

Current tax value of property \$ _____

City Manager's Recommendation to Dispose of City-owned property ____ Yes ____ No

Decision communicated to applicant on _____ by _____
Date means (phone call, voicemail, email, letter)

By _____
Employee name Employee title

If Manager's recommendation is to dispose of property, item taken to City Council on _____.

City Council authorized disposition? ____ Yes ____ No

If decision is to dispose of the property, describe method of disposal (i.e., donation, exchange, direct sale, upset bid method, etc.) _____

TITLE SEARCH INFORMATION

Title search to be performed? Yes No Determined by _____
Bids required? Yes No Determined by _____
RFP issued on _____ Proposals due on _____
Proposals received _____ Lowest bid amount \$ _____
Title search contract awarded to _____
Title search performed by _____

PROPERTY APPRAISAL INFORMATION

Appraisal to be performed? Yes No Determined by _____
Bids required for appraisal? Yes No Determined by _____
RFP issued on _____
Proposals due on _____
Proposals received _____ Lowest bid amount \$ _____
Appraisal contract awarded to _____
Appraisal performed by _____
Appraised value of property \$ _____ as of _____

ENVIRONMENTAL ASSESSMENT INFORMATION

Environmental Assessment to be performed? Yes No
Determined by _____
Bids required for environmental assessment? Yes No
Determined by _____
RFP issued on _____ Proposals due on _____
of Proposals received _____ Lowest bid amount \$ _____
Contract awarded to _____
Environmental Assessment performed by _____

Advertising date(s) for disposition _____

Bids received _____

City Council action required? Yes No City Council action date _____

City Council action _____

Property Sale Amount \$ _____

Date of Property Transfer _____ Deed Book _____ Page # _____

DM # 1175978