



The City of Newburgh

PRIVATE OWNER
DEVELOPMENT
APPLICATION

Submit Applications to:
James A. Slaughter
Director of Planning &
Development
83 Broadway
Newburgh NY 12550

Property Disposition Process

Guiding Principles

This policy shall be used to promote and regulate the sale and reuse of City properties. The sale and reuse of City properties shall be consistent with the following guiding principles:

- **Encourage development and reuse of properties**
- **Eliminate blight and revitalize neighborhoods**
- **Strengthen the City's tax base**
- **Encourage job creation**
- **Convey land in a unified, predictable, timely and transparent process.**

Property offerings are conducted periodically and are based on various factors, including market conditions, inquiries about the property, and the ability to recapture the City's property tax loss.

Qualified Purchasers & Bids

All purchasers of City-owned property must fulfill their commitments to the City and to their neighbors which includes paying property taxes and maintaining property in accordance with all municipal codes and ordinances.

A Qualified Purchaser is defined as one who is in good standing on all municipal obligations, and

- 1. Any individual, developer, or organization with no outstanding tax or property-related liens can seek to purchase a parcel; and**
- 2. Does not own any property that is subject to any significant unremediated violation of City codes and ordinances; and**
- 3. Has not been an owner in a completed City of Newburgh tax foreclosure proceeding**
- 4. Prospective owners must purchase and rehabilitate the target property within 18 months**

All purchasers must submit disclosures as required by the City. A qualified Bid is one that includes:

- 1. Adequate plans for development; and**
- 2. Demonstrated capacity to complete work proposed; and**
- 3. Proven financial resources; and**
- 4. Demonstrated ongoing operating capacity**

Side Yards

Property may be transferred to individuals for nominal consideration in accordance with the following

- Must be vacant land adjacent to the applicant's residential property with common boundary line on either side or behind the property.
- In the event that multiple adjacent property owners desire to acquire the same side lot, the lot may be transferred to the highest bidder for the property, or subdivided upon mutual agreement by both adjoining property owners
- Maximum combined lot value: \$15,000
- Maximum combined lot size: 5000 sq ft.

Purchase Process

1. In order to inspect a property the following must be provided:
 - a. Properties may only be inspected by qualified buyers. Proof of funding must be on file prior to scheduling a visit.
 - b. All interested parties must provide a waiver of liability prior to entering a City owned property.
 - c. Inspection of City-owned property takes place on Wednesdays by appointment only.
 - d. Buyers are encouraged to work with local real estate agents to help them coordinate the process with the City.
2. All proposals should be submitted using the Private Owner Development Application. Depending on the development proposed additional materials may be requested. Additional information may be required regarding financing plans, as well as preliminary design and/or specifications.
3. Purchase price include the current year's property & school taxes, a "wholesale appraisal value" as determined by the City Assessor, and a \$3,000 real estate fee if the transactions occurs through a real estate agency.
4. Purchase of property is subject to the approval of the City Council.
5. The purchaser of the property is responsible for the title search and recording fees for the transaction

Release of Liability

Proposal Form

Contact Information:

Name: _____
Business Name (If Applicable): _____
Address: _____
City, State & Zip: _____
Home phone: _____
Business Phone: _____
Mobile Phone: _____
E-mail: _____
Federal I.D. No. (If Available): _____

Information on Bid Property:

Property Address: _____

SBL#: _____

Order of Preference: (If submitting more than one proposal): _____

Type of Project:

____ Single Family Yes ____ No ____
____ Multi-Family Yes ____ No ____ # Units: ____
____ Commercial ____ Industrial

Offer Purchase Price: \$ _____

Does your proposal conform with existing zoning? Yes ____ No ____

Renovation Estimate - How much do you anticipate investing in this project for renovations? Do not include offer purchase price: \$ _____

Who will be doing the work? ____ Self ____ Other (complete below)

Please keep in mind that the City of Newburgh requires electrical and plumbing work to be performed by City licensed electricians and plumbers.

General Contractor: _____
Architect: _____
Engineer: _____

Development Experience:

	Project No. 1	Project No. 2
Project location: Please list all addresses (not merely project name). Include street number, street, city and zip		
Role (i.e. managing partner, limited partner, general contractor, architect, lawyer, investor, consultant).		
Type of Project: (i.e. new construction, substantial rehabilitation, moderate rehabilitation)		
Use: (i.e. single-family, multi-family rental or commercial)		
Number of Buildings in Project		
Total Number of Residential Units in Project		
If commercial, total square footage of project		
Systems Replaced		
Total Development Costs		
Current Status (predevelopment, in construction, ___% complete, completed, converted to permanent financing)		
Government Program, if any (provide name of program and agency, name and current phone of reference)		

Do you (or your contractor) have a history of tax delinquency or code violations in the City of Newburgh? No _____ Yes _____ (attach explanation)

Finances:

I am providing: ___ Personal Financial Statement
 ___ Letter from Lender/Investor
 ___ Personal or Business Bank Statement
 ___ Evidence of project funding
 ___ Developers should provide three years financial statements

Business Relationship:

Have you had a "business relationship" as defined in Chapter 34, Article 2 (B) (2) of the municipal code, with any City elected official in the 12 months prior to the due date of this proposal? Yes _____ No _____

What You should Attach:

- o Description of renovation plan with preliminary budget
- o Verification of financial capacity
- o Explanation of any tax delinquency/code violations (if applicable)

INFORMATION RELEASE:

It is our intent that all personal financial information submitted with this proposal to the Department of Planning and Development shall be considered confidential. I hereby authorize the City of Newburgh Department of Planning and Development to obtain credit reports and verify information supplied as part of this proposal. All information provided is true and accurate to the best of my knowledge.

Signature

Date

Print Name

SS# _____

Date of Birth _____

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