



The City of Newburgh

PRIVATE OWNER DEVELOPMENT APPLICATION

Submit Applications to:

Department of
Planning & Development
City Hall - 83 Broadway
Newburgh NY 12550
(845) 569-9400
www.cityofnewburgh-ny.gov

August 9, 2016

Property Disposition Process

Guiding Principles

This policy shall be used to promote and regulate the sale and reuse of City properties. The following are the guiding principles for the sale of City owned property:

- 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 sales are conducted consistently and regularly and are based on various factors, including the condition of the property, the assessed value 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. Is an individual, developer, or organization with no outstanding tax or property-related liens 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.

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;
2. Demonstrated capacity to complete work proposed;
3. Proven financial resources;
4. Demonstrated ongoing operating capacity

Side Yards

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

- City owned 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 adjacent lot value: \$15,000
- Maximum adjacent 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 an inspection.
 - 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 Fridays by appointment only.
2. All proposals should be submitted using the Private Owner Development Application (PODA). 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. The purchaser will not only need to pay the agreed upon purchase price but also the prior year's school taxes and County real estate taxes. The purchaser will also be responsible for paying the current year's City tax, which will be prorated at closing.
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.
6. If a purchaser opts not to complete the purchase after City Council approval, the purchaser may be barred (at the discretion of the Department of Planning and Development) from being considered for purchasing other City-owned property.

Release of Liability

I _____, the undersigned, release, discharge and hold harmless the City of Newburgh, its officers, employees and agents from any and all claims, actions, incidental or consequential or unknown damages, proceedings, obligations or other demands arising now or at any time in the future out of the actions, events and circumstances which are the subject of this application, including any damage which may happen to me or my property which is caused to occur in any manner, whether or not caused by my negligence or by the negligence of another person or by the City of Newburgh, and whether any such risk or hazard is known or unknown, foreseeable or otherwise.

Print

Signature

Date

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): _____

Property Ownership Information:

Do you own – as an individual, member of an LLC, partner in a partnership or officer in a corporation - any properties in the City of Newburgh? Yes ___ No ___

Are any of these properties vacant and/or currently listed on the City of Newburgh’s Vacant Building Registry? Yes ____ (attach explanation) No ____

Please list **all** of the addresses of properties you own in the City of Newburgh. Also indicate if any of these properties are vacant. (You may attach a list of the properties if the space below is inadequate.):

Are you current on all municipal obligations (taxes, water charges, etc.)?
Yes ___ No ___ (attach explanation)

Do you have any outstanding code violations for properties owned in the City of Newburgh?
Yes ____ (attach explanation) No ____

Have you had a previous tax foreclosure on a property owned by you in the City of Newburgh? Yes ____ (attach explanation) No ____

Individual Property Bid Sheet

Information on Bid Property:

(If you are bidding on more than one property, please submit a completed copy of this page for **each** bid property. Only one copy of the other pages in this application is required even if you are bidding on multiple properties.)

Property Address: _____

S-B-L#: _____

Type of Project:

_____ Single Family

_____ Multi-Family (# of Units _____)

_____ Mixed Use (Commercial & Residential - # of Residential Units _____)

Will the property be occupied by the purchaser: Yes _____ No _____

_____ Commercial _____ Industrial

_____ Vacant Land (Proposed Use: _____)

Offer Purchase Price: \$ _____

(An offer of at least the minimum purchase price is recommended. The "Offer Purchase Price" cannot be left blank.)

Does or will your proposal conform to existing zoning? Yes _____ No _____

Renovation Estimate - How much do you anticipate investing in this project for renovations? Please consider in your estimate that most vacant properties need significant repairs before they can be occupied again. This estimate can be revised once you have obtained entry to the property. A more detailed repair cost estimate will be required after interior access. Do not include renovation cost estimate in the "Offer Purchase Price" listed above: **\$** _____

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 of Newburgh licensed electricians and plumbers.

General Contractor: _____

Architect: _____

Engineer: _____

Examples of Purchaser’s Previous Renovation or Development Experience:

(Alternatively, applicants can attach a list of renovated properties or development experience that contains the information listed below.)

Property/Project No. 1

Property/Project No. 2

<p>Property Address: Please list all addresses (not merely project name). Include street number, street, city and zip code.</p>		
<p>Role (i.e. owner, partner, general contractor, architect, investor.)</p>		
<p>Type of Project: (i.e. new construction, existing building requiring substantial rehabilitation or moderate rehabilitation.)</p>		
<p>Property Type: (i.e. single-family, multi-family rental or commercial.)</p>		
<p>Number of Buildings in Project</p>		
<p>Total Number of Residential Units in Project/Building</p>		
<p>If commercial, total square footage of project</p>		
<p>Total Estimated Development/Rehabilitation Costs</p>		
<p>Current Status of Building (Pre-development, under construction/renovation or completed - include date completed.)</p>		
<p>Government Program, if any (provide name of program and agency, name and current phone of reference.)</p>		

Finances:

(Applicant should provide not only sources of funding for the purchase of the property but also sufficient funding for the rehabilitation and/or development of the property.)

- 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

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/vacant building (if applicable)

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_____

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 (by completing a PathStone Credit Report Authorization Form) and verify information supplied as part of this proposal. All information provided is true and accurate to the best of my knowledge.

Signature _____
Date

_____ Social Security # _____ Date of Birth: _____
Print Name

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