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

February 2, 2015

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 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 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 purchase price will include the prior year's school taxes, County real estate taxes and a percentage of the appraised value. The present year's City tax 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**

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): _____

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:

- Description of renovation plan with preliminary budget
- Verification of financial capacity
- 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

_____ SS#_____ Date of Birth _____
Print Name

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