

# PROPERTY ACQUISITION CHECKLIST

<b>Title:</b>	<b>Project Lead:</b>
<b>Parcel No(s):</b>	
<b>Total Combined Acreage of all Subject Lot(s):</b>	
<b>Current Zoning of Subject Lot(s):</b>	
<b>Requested Use(s) for Subject Lot(s):</b>	
<b>Address of Subject Lot(s):</b>	
<b>Buyer/Agent/Representative(s):</b>	
<b>Company/Representative(s):</b>	
Address:	
Phone No(s):	
Email:	
<b>Complete Property and project description Request Packet received on:</b>	/ /202 – By: .
<b>PROPERTY ACQUISITION APPROVAL PROCESS BEGINS</b>	
Request Placed onto CC Executive Session or Agenda for Meeting on:	/ /202 – By: .
City Council Initial Decision to Sell = YES <input type="checkbox"/> or NO <input type="checkbox"/> <i>(If “NO” - Acquisition Process dies here.)</i>	
NOTES:	
If YES–Buyer instructed to acquire Appraisal from AZ Lic. General Appraiser on:	/ /202 – By: .
If none exists, buyer instructed to acquire a Legal Description of the subject Property Boundary from an AZ Lic. Surveyor, to determine the total property area to be appraised on:	/ /202 – By: .
Property Appraisal received by Planning from the Buyer on:	/ /202 – By: .
Request Placed onto CC Executive Session Agenda for Meeting on:	/ /202 – By: .
City Council Appraisal Review - Decision to Sell = YES <input type="checkbox"/> or NO <input type="checkbox"/> <i>(If “NO” - Acquisition Process dies here.)</i>	
NOTES:	
If YES–Buyer instructed to acquire Survey Plat from AZ Lic. Land Surveyor on:	/ /202 – By: .
Acquisition advertised by City Clerk in Newspaper 2 weeks to give other potential Buyers the opportunity to submit a challenge. Submitted to Clerk on:	/ /202 – By: .
2-week Advertising period ends on:	/ /202
<b>If no challenges</b> , the Purchase Agreement and associated Ordinance posted onto the next CC Agenda for approval at Meeting on:	/ /202 – By: .
<b><i>If Challenge(s) received, proceed in accordance with direction from City Attorney.</i></b>	
NOTES:	
If no challenge(s), CC approves Purchase Agreement via Ordinance at the CC Meeting, which starts the 30-day wait period, and City and Buyer can execute the Purchase Agreement on:	/ /202
<b>30-day wait period for ordinance ends on:</b>	/ /202
Planning provides Acquisition FILE to City Clerk’s Office for filing on:	/ /202 – By: .
<b>Property goes to Closing for Sale–Once all Conditions are Satisfied–Including any Zoning Procedures.</b>	
Planning Director schedules any required Zoning Procedures to be heard at next regular P&Z Meeting.	