

CITY PROPERTY ACQUISITION BUYERS CHECKLIST

The following outlines the City Property Acquisition Process for your information:

1. Buyer makes a request to purchase City Property and defines the *desired Use(s)* of the property.
2. Zoning verifies if requested property/parcel is zoned properly to accommodate the desired Use.
3. Zoning receives site plan, architectural and landscaping rendering preferred, project cost estimate and project schedule. Zoning verifies if desired Use is a **Permitted Use By-Right**, requires a **Conditional Use Permit** or **Zone Change** for the Use to be allowed, or if it's a **Prohibited Use**. If the Use is Prohibited, a different subject Parcel needs to be located that satisfies the Buyer. If the Use is found to be **Permitted By-Right** or it needs a **Conditional Use Permit** or a **Zone Change**, proceed to 4 below.
4. Once Parcel and Use are identified, Buyer prepares a report that includes all items in #3 for the City Council.
5. City Council's initial review of the request to determine whether to sell the subject City Parcel. If the council agrees, the buyer has 90 days to complete #'s 6 & 7.
6. Buyer pays for a *Legal Description* from an **AZ. Licensed Land Surveyor**, if no Legal exists.
7. Buyer then pays for and acquires an *Appraisal* from an **AZ. Licensed General Appraiser**.
8. City Council reviews the *Appraisal* and makes final decision on whether to sell the subject Parcel.
9. Buyer then acquires a *Survey Plat within 90 days (extension may be approved upon a written request)* of the subject Parcel from an **AZ. Licensed Land Surveyor**.
10. **Acquisition advertised 2-weeks in newspaper** so other interested buyers can **submit a challenge**.
11. *Property Acquisition Agreement* executed between City and Buyer; City Council approves the Agreement via *Ordinance*, which is finalized **after a 30-day wait period after ordinance approval**. Time frame for development will be in the purchase agreement contract.
12. **All conditions of the Acquisition Agreement must now get satisfied**, including any required Zoning Procedures (*Conditional Use Permit or Zone Change*) to allow the Use on the Parcel.
13. Buyer then works with Staff to meet any specific Conditions of Approval and/or get their needed Conditional Use Permit or Zone Change reviewed and approved by the Planning and Zoning Commission with Final approval from City Council.
14. Buyer works with Staff to get *Subdivision Preliminary & Final Plats* approved, when applicable, and the *Civil Site Construction Plans* approved by the **Site Plan Review Committee** for *Site Construction Permits*, and the *Building Permits* approved by the **Chief Building Official**.
15. Property can then go to Closing for the Sale of the subject City Parcel.
16. Close escrow.