

SUBMITTAL REQUIREMENTS

Provide four (4) copies of all documents plus one (1) digital copy of the following:

- **Aerial of property**
- **Survey (if available)**
- **Conceptual site plan/renderings**
- **Appraisal of property, including the fair market value (Valid for 90 days)**
- **Narrative describing the request to purchase City property, include the following:**
 - Reason for the request
 - Review of necessary improvements (i.e. platting, land use, re-zoning, easements)
 - Proposed use including buildable sq. ft. and/or number of residential units
 - Additional applications needed to develop the property (i.e. rezoning, site plan)
 - Any relief necessary to develop the property (i.e. variances, technical deviations)
 - Development schedule/timeline for development
- **If request to purchase property is on behalf of a company, include the following:**
 - Portfolio/resume of previous development
 - Background/experience related to the needs of this application
- **If this application is necessary to assemble land, include the following:**
 - Folio/address of additional properties
 - Clarification to ownership or contract to purchase of additional properties

SUBMITTAL REQUIREMENTS FOR ADJACENT RESIDENTIAL LOT OWNERS

- **Provide evidence that you are the adjacent property owner**
- **Provide evidence that any other adjacent property owner is not interested in maintaining the property (Lots may be divided equally between adjacent parcels)**
- **Provide narrative describing any proposed improvements to the lot such as building addition, accessory structures, driveway extension, landscaping or fencing**

