

Pittsburg Land Bank

Property Purchase Process Guide

Application Process

- ☐ Complete and submit the Property Purchase Application to the Neighborhood Redevelopment Manager in the Department of Community Development and Housing.
- ☐ A letter, Development Agreement, and Land Use Review Form will be sent to the applicant to confirm receipt of the Property Purchase Application.
- ☐ Applicant must complete and submit the Development Agreement and Land Use Review Form to the Neighborhood Redevelopment Manager.
- ☐ A letter will be sent to the applicant to confirm receipt of the Development Agreement and Land Use Review Form.
- ☐ If the total value of land purchase or site improvements exceeds \$5,000, the applicant must also submit proof that those funds are available for use (e.g. a letter from a financial institution stating such will suffice) to the Neighborhood Redevelopment Manager.
- ☐ If the applicant is a business or organization, the application must provide documentation of such (e.g. Articles of Incorporation or similar).

Board of Trustees Process

When the Department of Community Development and Housing has received all of the above:

- ☐ Completed Property Purchase Applications, Development Agreements (including financial documentation) and approved Land Use Review Forms will be presented to the Board of Trustees at their regular meeting. The Pittsburg Land Bank Board of Trustees meets on the last Wednesday of each month at 8:00 am in the City Hall conference room. **Completed Property Purchase Applications, Development Agreements, and Land Use Review Forms must be received by 12:00 pm by the Documentation Date (please see meeting schedule on reverse).**
- ☐ The Pittsburg Land Bank Board of Trustees will vote to approve or disapprove the Development Agreement.

Approved Agreements

If the Property Purchase Application and Development Agreement are approved by the Board of Trustees:

- ☐ The Neighborhood Redevelopment Manager will send a letter to the applicant informing them of the Board's decision.
- ☐ The Neighborhood Redevelopment Manager will publish a notice in the official City newspaper. The Legal Notice must be published no less than 30 days prior to the sale.
- ☐ The Chairperson of the Board of Trustees will sign the Development Agreement.
- ☐ The Neighborhood Redevelopment Manager will schedule the closing for the sale of the property. The closing will include:
 - Applicant will sign the Development Agreement.
 - Applicant will remit payment, as determined by the Board, for the property.
 - Applicant will receive a copy of property deed signed by the Pittsburg Land Bank.
 - The Neighborhood Redevelopment Manager will file the deed. The original deed will be sent to the applicant after recording with the Register of Deeds office.

Disapproved Agreements

If the Property Purchase Application and Development Agreement are disapproved by the Board of Trustees:

- ☐ The Neighborhood Redevelopment Manager will send a letter to the applicant informing them of the Board's decision.
- ☐ The applicant is eligible to modify the Property Purchase Application and Development Agreement and re-submit the agreement for consideration at the next regularly scheduled Board of Trustees meeting.

Pittsburg Land Bank
Schedule of Meetings, Documentation Due Dates, and Closing Dates for Approvals

Board of Trustees Meeting Date	Documentation Due Dates	Closing Dates for Approvals
01/28/2026	01/14/2026	03/04/2026
02/25/2026	02/11/2026	04/01/2026
03/25/2026	03/11/2026	04/29/2026
04/29/2026	04/15/2026	06/03/2026
05/27/2026	05/13/2026	07/01/2026
06/24/2026	06/10/2026	07/29/2026
07/29/2026	07/15/2026	09/02/2026
08/19/2026	08/05/2026	09/23/2026
09/30/2026	09/16/2026	11/04/2026
10/28/2026	10/14/2026	12/02/2026
11/18/2026	11/04/2026	12/22/2026
12/16/2026	12/02/2026	01/20/2027

FOR PITTSBURG LAND BANK USE ONLY

The following documents were received by the CD&H office to complete the application:

- | | | |
|--|-------------|-----------|
| ☐ Property Purchase Application | Date: _____ | By: _____ |
| ☐ Development Agreement | Date: _____ | By: _____ |
| ☐ Land Use Review Form | Date: _____ | By: _____ |
| ☐ Financial Documentation (if required) | Date: _____ | By: _____ |
| ☐ Business Documentation (if required) | Date: _____ | By: _____ |