

# 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:
  - o Applicant will sign the Development Agreement.
  - o Applicant will remit payment, as determined by the Board, for the property.
  - o Applicant will receive a copy of property deed signed by the Pittsburg Land Bank.
  - o 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**

<b>Board of Trustees Meeting Date</b>	<b>Documentation Due Dates</b>	<b>Closing Dates for Approvals</b>
01/29/2025	01/15/2025	03/05/2025
02/26/2025	02/12/2025	04/02/2025
03/26/2025	03/12/2025	04/30/2025
04/30/2025	04/16/2025	06/04/2025
05/28/2025	05/14/2025	07/02/2025
06/25/2025	06/11/2025	08/01/2025
07/30/2025	07/16/2025	09/03/2025
08/27/2025	08/13/2025	10/01/2025
09/24/2025	09/10/2025	10/29/2025
10/29/2025	10/15/2025	12/03/2025
11/19/2025	11/05/2025	12/19/2025
12/17/2025	12/03/2025	01/21/2026

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**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: \_\_\_\_\_