

# 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.

### Board of Trustees Process

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

- Completed Property Purchase Application, Development Agreement, including financial documentation, and Land Use Review Form will be presented to the Board of Trustees at their regular meeting. The Pittsburg Land Bank Board of Trustees meets on the last Thursday 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 5:00 pm on the Friday before the Board of Trustees Meeting in order to be considered (see schedule on back).**
- 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 and Documentation Due Dates**

<b>Board of Trustees Meeting Date</b>	<b>Documentation Due Dates</b>
January 30, 2020	January 24, 2020
February 27, 2020	February 21, 2020
March 26, 2020	March 20, 2020
April 30, 2020	April 24, 2020
May 28, 2020	May 22, 2020
June 25, 2020	June 19, 2020
July 30, 2020	July 24, 2020
August 20, 2020	August 14, 2020
September 24, 2020	September 18, 2020
October 29, 2020	October 23, 2020
November 19, 2020	November 13, 2020
December 17, 2020	December 11, 2020

---

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 needed)      Date: \_\_\_\_\_      By: \_\_\_\_\_