

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, Documentation Due Dates, and Closing Dates for Approvals

Board of Trustees Meeting Date	Documentation Due Dates	Closing Dates for Approvals
January 26, 2023	January 20, 2023	February, 27, 2023
February 23, 2023	February 17, 2023	March 27, 2023
March 30, 2023	March 24, 2023	May 1, 2023
April 27, 2023	April 21, 2023	May 30, 2023
May 25, 2023	May 19, 2023	June 26, 2023
June 29, 2023	June 23, 2023	July 31, 2023
July 27, 2023	July 21, 2023	August 28, 2023
August 31, 2023	August 25, 2023	October 2, 2023
September 28, 2023	September 22, 2023	October 30, 2023
October 26, 2023	October 20, 2023	November 27, 2023
November 30, 2023	November 17, 2023	January 2, 2024
December 21, 2023	December 15, 2023	January 22, 2024

FOR PITTSBURG LAND BANK USE ONLY

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

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|----------------------------------------------------------------|-------------|-----------|
| <input type="checkbox"/> Property Purchase Application | Date: _____ | By: _____ |
| <input type="checkbox"/> Development Agreement | Date: _____ | By: _____ |
| <input type="checkbox"/> Land Use Review Form | Date: _____ | By: _____ |
| <input type="checkbox"/> Financial Documentation (if required) | Date: _____ | By: _____ |
| <input type="checkbox"/> Business Documentation (if required) | Date: _____ | By: _____ |