

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 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 5:00 pm on the Wednesday 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:
 - 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

Board of Trustees Meeting Date	Documentation Due Dates	Closing Dates for Approvals
January 25, 2024	January 18, 2024	February 25, 2024
February 29, 2024	February 22, 2024	April 1, 2024
March 27, 2024	March 20, 2024	April 29, 2024
April 24, 2024	April 17, 2024	May 28, 2024
May 29, 2024	May 22, 2024	July 1, 2024
June 26, 2024	June 19, 2024	July 29, 2024
July 31, 2024	July 17, 2024	August 26, 2024
August 28, 2024	August 21, 2024	September 30, 2024
September 25, 2024	September 18, 2024	October 28, 2024
October 30, 2024	October 23, 2024	December 2, 2024
November 27, 2024	November 13, 2024	December 23, 2024
December 18, 2024	December 11, 2024	January 20, 2025

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: _____