



**For office use only:**

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

## PROPERTY SALE PROGRAM

### PROGRAM INFORMATION and APPLICATION for BUILDABLE LOTS

Welcome to the City of Kalamazoo's Property Sale Program! The intent of this program is to bring vacant, buildable lots back into productive use through the creation of quality, new housing in Kalamazoo.

Please read over the following instructions and application materials completely.

Please note: it is expected that successful applicants that commit to building new, owner-occupied housing in the City and have it completed within 18 months after the property is sold by the City, and that successful applicants who commit to combining lots with their adjacent property will do so at closing.

#### Requirements for Buildable Lots – Building Projects

To purchase a Buildable Lot for the purpose of building a new home, the applicant agrees to the following:

- Complete the application process within 30 days
- Obtain all building permits within 4 months of closing
- Complete new construction and obtain certificate of occupancy within 18 months of closing
  - Request all deadline extensions in writing (Note: the property will revert to City ownership if construction deadlines are not met)
  - Do not occupy property until a certificate of occupancy has been issued
- Use exterior designs that are compatible with surrounding neighborhood architecture
- Maintain order on the site throughout construction
- Comply with all local building, housing, zoning, and other regulations
- Pay all future taxes and assessments on the property
- Property will be owner-occupied for at least 10 years
- Enter into a development agreement with the City for the terms above.

#### Requirements for Buildable Lots – Lot Combinations

To purchase a Buildable Lot for the purpose of combining it with an adjacent lot, the applicant agrees to the following:

- Complete the application process within 30 days
- Comply with all local building, housing, zoning, and other regulations
- Pay all future taxes and assessments on the property

## PROGRAM CRITERIA

- Applicants must clearly demonstrate how the project will increase the city's tax base
- Applicants must clearly demonstrate their financial ability to complete the project
- Applicants must clearly demonstrate how the proposed new home will be architecturally compatible and complimentary to the surrounding neighborhood
- Licensed builders must be involved in every construction project
- Applications from property owners who are delinquent taxpayers or have a history of code violations will be rejected
- In the event that more than one Application is received for the same property, the City will select that which most clearly meets the Property Sale Program criteria and which will have the greatest positive impact on the surrounding neighborhood
- The City of Kalamazoo reserves the right to reject any application or withdraw any property from the sale list
- It is expected that successful applicants will commit to building new, owner-occupied housing in the city and have it completed within 18 months after the property is sold by the city, and that successful applicants who commit to combining lots with their adjacent property will do so at closing
- Payment must be made by cashier's check upon closing. If the timelines are not met, the city reserves the right to revert ownership of the property back to the city. In the event that this measure becomes necessary, the purchase price or any funds expended on the property will not be refunded

## PROGRAM STEPS

1. Applications are received within 30 days of the Program Opening
2. City staff will review the applications and request additional information, if applicable
3. A proposal will be selected and the applicant will be notified
4. The applicant and the city will sign a development agreement
5. City Commission will vote on approval of the agreement
6. The city and the applicant will close on the property and payment will be made (if applicable, the lot will be combined with the adjacent lot at closing)
7. Construction, if applicable, will commence and be completed within the agreed upon timeline

## ADDITIONAL INFORMATION

For a full list of available properties and additional information, please visit the city's website at:

[www.kalamazoocity.org/PropertySaleProgram](http://www.kalamazoocity.org/PropertySaleProgram)

**APPLICATION FOR BUILDABLE LOTS**

**Applicant Information**

Date: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Please check one:                     **BUILDING PROJECT**                     **LOT COMBINATION\***

**ALL APPLICANTS:**

Address of property applicant wishes to purchase: \_\_\_\_\_

I. Briefly describe your plans for this property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(\*Lot Combination Applicants: please skip to Applicant Signature section at end of application)

**BUILDING PROJECT APPLICANTS:**

2. When will construction begin? (If your Application is approved, building permits must be obtained within 4 months and construction must be completed within 18 months.) Date: \_\_\_\_\_

3. Builder and contact name(s)/title(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

4. Describe your plan for financing this new construction project:

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5. Describe any cooperative relationship that you may have with a nonprofit organization for the purpose of completing this residential construction project:

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**Additional Attachments required for Building Projects:**

- Sketch Plan of New Home
- Project timeline from application approval through project completion
- Letter of pre-commitment from a financial institution for funding of project
- A written update on the status of any additional Property Sale Program projects, if applicable

Thank you for your interest in the City of Kalamazoo’s Property Sale Program. For further details, please see *Property Sale Program Information*. At any point in the application process, questions can be directed to City of Kalamazoo staff by using the contact information below.

PLEASE DO NOT SEND PAYMENT WITH THIS APPLICATION. You will be contacted regarding the status of your application with more information. Payment will be accepted at closing only.

The City of Kalamazoo reserves the right to reject any application or withdraw any property from the sale list. All sales are subject to approval by the Kalamazoo City Commission

I have read the City of Kalamazoo’s Property Sale Program Information and agree to the terms of this application.

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN COMPLETED APPLICATION TO:**

City of Kalamazoo  
 Community Planning & Development Department  
 Property Sale Program  
 445 W. Michigan Avenue, Suite 101  
 Kalamazoo, MI 49007  
 Fax: 269.337.8429  
 Phone: 269.337.8044  
[cpd@kalamazoocity.org](mailto:cpd@kalamazoocity.org)