

MICHAEL, P GALIME, MAYOR  
CITY OF UTICA

URBAN RENEWAL AGENCY  
1 KENNEDY PLAZA  
UTICA, NEW YORK 13502  
PHONE: (315) 792-0181  
FAX: (315) 797-6607



## APPLICATION TO PURCHASE PROPERTY

01042024 VERSION

***Note: Applications are due – NO LATER than Noon – on the Friday before the scheduled URA meeting!***

### Property of Interest

Property Address:

Offer Amount:

Residential Property  Vacant Residential  Commercial Property  Vacant Commercial

#### Developer's Fee/Application Fee:

This fee is separate from the cost of the Property and will only be accepted in the form of **cash** or **money order**.

- Vacant Residential Lot: \$250.00
- Residential Property: \$750.00
- Commercial Property/Residential Commercial Property/Vacant Commercial Lot: \$1,000.00

***If an applicant's offer is not accepted, the Developer's Fee is returned. Please note that fees may take up to six weeks to be refunded.***

#### Applicant

#### Co-Applciant

Name of Applicant:

Name of Co-Applciant (if any):

Telephone Number:

Telephone Number:

E-mail:

E-mail:

Present Address (Number, Street, City, State & Zip Code):

Present Address (Number, Street, City, State & Zip Code):

Own or Rent:

Reside (Yes or No):

Own or Rent:

Reside (Yes or No):

List All Properties Currently Owned in the City of Utica:

List All Properties Purchased from the Urban Renewal Agency:

***IMPORTANT:*** A search for codes violations and tax delinquencies will be done on all properties listed above. It is the responsibility of the applicant to insure that the City, School and County taxes and any water fees, user fees or solid waste charges on all property owned by the applicant in the City of Utica are current upon submitting this application to the Agency. If any violations/delinquencies are found the Agency reserves the right to reject the application.

# Redevelopment Proposal

## Vacant Residential Lot: Intent for Property (Check all that Apply):

Fence: Yes \_\_\_ No \_\_\_  
 Landscape: Yes \_\_\_ No \_\_\_  
 Pave: Yes \_\_\_ No \_\_\_  
 Create Additional Parking: Yes \_\_\_ No \_\_\_

Other? Please describe:

Do you own property contiguous to the lot? Yes \_\_\_ No \_\_\_

If so, what is the address?:

## Residential Property: Intent for Property (Check all that Apply):

Occupy for Primary Residence: Yes \_\_\_ No \_\_\_

*Primary Residence indicates that either you or your immediate family will be living in the property.*

Please identify who will be living there:

Renovate for Rental/Income Property: Yes \_\_\_ No \_\_\_

Please describe:

How many units will exist in the Redeveloped Property?

1

2

3

4 and Above

### Property Improvements (Check all that Apply):

#### Renovations to the Interior:

• Repair or replace furnace/heating*	Yes _____	No _____	Estimated Cost
• Repair or replace electrical*	Yes _____	No _____	\$ _____
• Repair or replace plumbing/copper*	Yes _____	No _____	\$ _____
• Repair or replace walls/ceiling	Yes _____	No _____	\$ _____
• Repair or replace windows/doors	Yes _____	No _____	\$ _____

#### Renovations to the Exterior:

• Repair or replace roof	Yes _____	No _____	Estimated Cost
• Repair or replace porches	Yes _____	No _____	\$ _____
• Repair or replace garage	Yes _____	No _____	\$ _____
• Repair or replace siding	Yes _____	No _____	\$ _____
• Repair or replace foundation	Yes _____	No _____	\$ _____

List all other repairs/renovations that need to be made:

Estimated Cost

\$ \_\_\_\_\_

**\*All Electrical and Plumbing must be conducted by "City Licensed" contractors**

**Estimated Total Redevelopment Cost: \$ \_\_\_\_\_**

# Redevelopment Proposal

**Commercial Property Including Vacant Commercial Lot:** Intent for Property (Check all that Apply):

Renovate for Commercial Use: Yes \_\_\_\_ No \_\_\_\_

Commercial Property  Vacant Commercial Lot(s)

## PLEASE REFER TO GUIDELINES BELOW

**Business Plan Guidelines:** Offers for commercial properties are required to have a business plan submitted along with the standard application and financial information.

The following are required elements for a business plan:

1. Developer's name, address, contact information
2. Key personnel to be involved in the proposed project
3. Previous project experience and qualifications
4. Executive summary overview of the proposal
5. Proposed purchase price
6. Intended use for the property
7. Financial qualifications for the proposed project
8. Detailed action plan
  - Project Cost Estimate
  - Construction/Development Timeline (Including Proposed Phases for Implementation If Applicable)
  - Site Plans and Renderings
9. Short & Long-Term Benefit/Impact Statement to Community (i.e. Estimated Job Creation, Tax Revenue Generation)

***IMPORTANT:*** Proof of financing **must** be included with your application (and business plan if applicable). Proof of financing includes copies of loan commitments, bank statements or stock certificates.

Financial statements **must** be sufficient to cover the amount offered for the property, the estimated total redevelopment cost as stated in the application, as well as any delinquent water, solid waste charges and recording fees. The combined amounts of your offer and estimated total redevelopment cost on your application may not exceed the total amount of the financing you provide.

**\*Applications without proof of financing are incomplete and cannot be accepted.**

By what method(s) do you plan to finance this Redevelopment Proposal and furnish amount? (Check all that apply):

	Amount Available	
Prequalified Bank Loan	_____	_____
Personal/Company Assets	_____	_____
Credit Card	_____	_____
Other (Please Describe):	_____	

**PLEASE ATTACH ALL FINANCIAL STATEMENTS TO THE BACK OF THIS APPLICATION**

# Employment and Relocation

Applicant Employment	Co-Applicant Employment (If Applicable)
Name of Employer:	Name of Employer:
Telephone Number:	Telephone Number:
E-mail:	E-mail:
Present Address (Number, Street, City, State & Zip Code):	Present Address (Number, Street, City, State & Zip Code):
How long have you been employed there?	How long have you been employed there?
Salary/Wages:	Salary/Wages:

**Relocation Information:** If you are relocating to the City of Utica, please describe your relocation arrangements, including your potential employment, when employment will commence and the terms of employment. If you are relocating with children, please describe your potential educational arrangements:

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## APPLICANT AGREEMENT WITH URBAN RENEWAL AGENCY

*Applicant must read and agree to the following:*

***Note: Applications are due – NO LATER than Noon – on the Friday before the scheduled URA meeting!***

The process of applying for a property is made up of three stages. First, the proposed sale of the property must be approved by the Urban Renewal Agency Board. Second, the proposed sale of the property goes to the Common Council for a public hearing and then approved by Ordinance. Third, you close with the Agency. The entire process usually takes about 2 months.

### Application Process

- All Urban Renewal properties are marketed for 30 days, or more, and are sold “As Is” to title and physical condition, as of the day of closing including the status of all utilities. No further work will be done on the property by the Agency or the City of Utica. Applicants will be advised as to the end date of the marketing period at submission of the application.
- The Urban Renewal Agency and the City of Utica make no warranty as to the physical and structural condition or status of the property, expressed or implied. The property will be transferred subject to occupancy and in an “As Is” condition as of the time of closing.
- Applicants are required to inspect the property before submission of application and no warranty will be received as to condition or status of the property, express or implied as of the day of closing.
- Applicants must determine if there are any City back taxes, water bill fees (County or City sewer) or Solid Waste fees assigned to the property of interest by checking with the City Comptroller, Mohawk Valley Water Authority or Oneida-Herkimer Solid Waste Authority. **(Please note that a tax assignment is different than the tax being paid. Please specifically ask if there has been an assignment.)** Phone numbers are as follows:
  - City Comptroller: (315) 792-0133
  - Mohawk Valley Water Authority: (315) 792-0301
  - Oneida-Herkimer Solid Waste: (315) 731-0238
- The Urban Renewal Agency does not provide abstracts or title searches on any property. If you would like to obtain these, you will need to contact a lawyer or Abstract Company and have these searches done at your own expense. However, copies of stub abstracts (if applicable) may be obtained from the City Clerk’s office for a reproduction fee.
- Applicants will pay a Developer’s Fee, which will be refunded only if their offer is rejected by the Agency Board or the Common Council.
- If an applicant lost a property for back taxes and it is for sale by the Urban Renewal Agency, they may apply to reacquire the property, however, they are not given preference.
- Applicants are required to attend the Agency Board meeting at which their application is presented. They understand that the Agency Board may reject or table their application for any reason.
- Applicants are allowed to purchase a property if the application is approved by both the Urban Renewal Agency and the Common Council.
- At the time of application submission, financial statements sufficient to cover the amount offered, the estimated total redevelopment proposal as stated in the application, as well as any delinquent water, solid waste charges and recording fees must be included. The combined amounts of your offer and estimated total redevelopment cost on your application may not exceed the total amount of the financing you provide. If it is determined that finances provided are not sufficient, the application will not be submitted to the Agency for consideration until that deficiency is corrected. Applications without satisfactory proof of financing are incomplete and cannot be accepted.
- Applicants are required to give proof of identification with submission of an application. (I.e. In-state valid driver’s license, valid U.S. passport book or card, U.S. military ID, etc.)
- The receipt of application by Agency staff does not automatically signify that application will be placed on the Agency Meeting Agenda; rather receipt of application is the beginning of the review process.
- The Agency may sell, or otherwise dispose of any real property to any person, firm or corporation based on the information submitted and further inquiry; an auction may be an alternative.

### Developer’s Fee Information

- If you apply for property, you will be responsible for a Developer’s Fee. This fee is applied toward the Agency general administrative and closing costs for each property. Fees apply as follows:
  - Vacant Lot: \$250.00
  - Residential Home: \$750.00
  - Commercial Property (including Vacant Commercial Lot): To be negotiated with a minimum of \$1000.00
- This fee is separate from the cost of the Property and will only be accepted in the form of cash or money order.
- If an applicant’s offer is not accepted, the Developer’s Fee is returned. Please note that fees may take up to six weeks to be refunded.

**Redevelopment Proposal Regulations**

- Applicants must comply with their Redevelopment Proposal, and zoning and codes ordinances applicable to the property. In addition, applicants will attach a business plan related to the purchase of Commercial Property at the time of submission.
- Applicants agree that the intended use the property stated in the Redevelopment Proposal, including primary residence, will be fulfilled upon completion of the Redevelopment Proposal and issuance of the Certificate of Completion or the Agency may revert title of the property.
- Redevelopment actions, which include, among other things, obtaining a building permit and the use of a City Licensed plumber and/or electrician when needed, must be commenced within thirty (30) days of closing and completed within one (1) year or the Agency has the right to revert title.
- Applicants will be required to pass a codes inspection, when the renovations are completed, to confirm all permits were properly obtained and executed.
- When the Redevelopment Proposal is complete, applicants will schedule a Certificate of Completion Inspection. The inspection fee is \$50.00 and releases the certified developer from the Reverter provision.
- Should the applicant fail to notify the Agency of the completion of the Redevelopment Proposal and one (1) year has elapsed since the closing, the Agency retains the right to enter the property in order to inspect it and to determine the status of the redevelopment activities.

**Post Purchase Responsibilities**

- Applicants will close on a property within 60 days of notice of the Common Council’s approval. Subject to the following:
  - As a general rule, Applicants will close on a property within 60 days of the notice of approval by the Common Council. In most situations involving the sale of an existing residential structure or a vacant lot that is to remain so (with only fencing, landscaping, paving but no structure), this time line will not be difficult to achieve.
  - In the event that closing is not attained in the said time period, and an extension is not obtained after a written request to the Agency and approval by the Board of Directors, the Developer will forfeit the developer’s fee that had been paid.
  - In commercial, or more complex proposed developments, e.g., those involving outside financing such as:
    - 1. a building loan and then permanent financing,
    - 2. applications for grant funds with deferred submission and/or award dates months in the future,
    - 3. the need for preparing substantial and extensive building plans,
    - 4. title and zoning issues to be reviewed and cleared, and
    - 5. environmental questions that require testing and then DEC involvement, such as a Phase I or Phase II
    - Therefore, the processing of each such complex development will be regulated on an ad hoc basis without regard to a “Red Line Time Standard”.
- Applicants are responsible for all delinquent County taxes, delinquent water charges, assignments of City taxes, delinquent waste charges, governmental and private liens and encumbrances, if applicable, and any other taxes that become due from taking title of the property. Applicants must inquire at the appropriate offices to determine the amounts of the delinquent taxes, water charges, waste charges and other applicable items.
- Once you close on a property you are responsible for all fees, costs and taxes associated with the property as noted above.
- Applicants will receive a Quitclaim Deed to the property purchased and are responsible for any recording and filing fees upon closing of a sale with the Urban Renewal Agency.
- Once you close on a property a new deed will need to be filed and then recorded. The City Assessor’s fee to file the deed is \$30.00. The Oneida County Clerk fees for recording the Land Disposition Agreement and the new deed will range from \$350 to \$475 depending on the price of the parcel and whether it is a vacant, commercial and/or improved parcel.

The Applicant(s), hereby certify the agreement as stated above with a full understanding of the responsibilities, obligations and costs involved with purchasing an Urban Renewal property as well as the expectations and consequences associated with Urban Renewal Agency regulations:

Applicant Signature: \_\_\_\_\_

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

Co-Applicant Signature: \_\_\_\_\_

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

***THIS PART FOR AGENCY USE ONLY***

Application Received/Reviewed By: \_\_\_\_\_

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