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CITY OF UTICA

URBAN RENEWAL AGENCY

Urban Renewal Application to Purchase Property

Developer's 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 Home – \$750.00 | Commercial Property (including Vacant Commercial Lot) – \$1000.00

AMOUNT OFFERED: \$ _____

ADDRESS OF PROPERTY INTERESTED IN: _____

NAME OF APPLICANT(S): _____

ADDRESS OF APPLICANT(S): _____

DO YOU CURRENTLY: Own _____ | Rent _____

PHONE NUMBER: () _____ - _____ EMAIL: _____

() _____ - _____ EMAIL: _____

LIST ALL PROPERTIES CURRENTLY OWNED IN THE CITY OF UTICA:

LIST ALL PROPERTIES THAT HAVE BEEN PURCHASED FROM URBAN RENEWAL:

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 Lot

Do you own property contiguous to the vacant lot? Yes _____ No _____

If so, what is the address? _____

Do you plan to:

- Fence Yes _____ No _____
- Landscape Yes _____ No _____
- Create additional Parking Yes _____ No _____
- Pave Yes _____ No _____
- Other (Please Describe):

Applicant(s) Intent for the Property

I/We plan to (check all that apply):

- Occupy for Primary Residence Yes _____ No _____
(Primary Residence indicates that either you or your immediate family will be living at the property.)
Please Identify:

- Renovate for Income/Rental Property Yes _____ No _____
Please Describe:

- Renovate for Business/Commercial Use Yes _____ No _____ **If yes, business plan required.*
Please Describe:

Redevelopment Proposal

Applicant(s) Redevelopment of the Property

Renovations to the Interior (check all that apply):

- | | Yes | No | Estimated Cost |
|-------------------------------------|-----------|----------|----------------|
| • Repair or replace furnace/heating | Yes _____ | No _____ | \$ _____ |
| • 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 (check all that apply):

- | | Yes | No | Estimated Cost |
|-----------------------------|-----------|----------|----------------|
| • Repair or replace roof | Yes _____ | No _____ | \$ _____ |
| • Repair or replace porches | Yes _____ | No _____ | \$ _____ |
| • Repair or replace garage | Yes _____ | No _____ | \$ _____ |

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

Estimated Cost

_____ \$ _____

Estimated Total Redevelopment Cost: \$ _____

Financing

By what method do you plan to finance this Redevelopment Proposal (check all that apply):

- Loan _____
- Personal/Company Assets _____
- Credit Card _____
- Other _____

Proof of financing must be included (i.e Copies of loan commitment, bank statements or stock certificates). Financial statements must be sufficient to cover the amount offered, the estimated Redevelopment Proposal as stated in the application, as well as any delinquent water, solid waste charges and recording fees. Your application may not exceed the total amount of the financing you have shown. Applications without proof of financing are incomplete and cannot be accepted.

Employment

Applicant's Place of Employment: _____

Applicant's Job Title: _____

Address of Employer: _____

How long have you been at your current employment?: _____

Salaries/Wages: _____ (Circle One): hourly | weekly | bi-weekly | annually

Applicant's Place Employment: _____

Applicant's Job Title: _____

Address of Employer: _____

How long have you been at your current employment?: _____

Salaries/Wages: _____ (Circle One): hourly | weekly | bi-weekly | annually

If you are relocating to the City of Utica, please describe your employment arrangements, including the name of the employer, when employment will commence and the terms of employment:

Applicant Agreement with Urban Renewal Agency

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.
- Applicants must 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) 792-0148
 - 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 Redevelopment Proposal as stated in the application, as well as any delinquent water, solid waste charges and recording fees must be included. Applications may not exceed the total amount of financing shown. 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.
- 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.

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.

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 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.
- 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. In the event they do not close in this time, they will forfeit their developer's fee. An extension of the 60 days may be obtained by written notice to the Agency and approval by the Agency Board.
- 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: _____

Applicant Signature: _____

Date: _____

THIS PART FOR AGENCY USE ONLY

Application Received/Reviewed By: _____

Date: _____

Notes: _____

