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**Land Bank Property Purchase Process Guide**

**Application Process**

 Complete and submit the Property Purchase Application to the and submit it to the Office of Community Development by email at [landbank@newtonkansas.com](mailto:landbank@newtonkansas.com), or by mail or in person at 201 E 6th, Newton, KS 67114.

 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

Community Development Director.

 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 Community Development Director.

**Board of Trustees Process**

When the Department of Community Development 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 Land Bank at their regular meeting. The Land Bank meets on the third Thursday of each month at 11:30 am in the 3rd floor 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 one week before the Land Bank Meeting in order to be considered (see schedule attached).

 The Land Bank 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 Community Development Director will send a letter to the applicant informing them of the

Bank’s decision.

 The City of Newton 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 Land Bank will sign the Development Agreement.

 The Community Development Director 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 Land Bank, for the property.

o Applicant will receive a copy of property deed signed by the Land Bank.

o The City of Newton 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 Land Bank:

 The Community Development Director will send a letter to the applicant informing them of the

Bank’s decision.

 The applicant is eligible to modify the Property Purchase Application and Development Agreement and resubmit the agreement for consideration at the next regularly scheduled Land Bank meeting.

**Schedule of Meetings and Documentation Due Dates**

|  |  |
| --- | --- |
| **Meeting Date** | **Documentation Due Date** |
| January 19th, 2023 | January 11th, 2023 |
| February 16th, 2023 | February 8th, 2023 |
| March 16th, 2023 | March 8th, 2023 |
| April 20th, 2023 | April 12th, 2023 |
| May 18th, 2023 | May 10th, 2023 |
| June 15th, 2023 | June 7th, 2023 |
| July 20th, 2023 | July 12th, 2023 |
| August 17th, 2023 | August 10th, 2023 |
| September 21st, 2023 | September 13th, 2023 |
| October 19th, 2023 | October 11th, 2023 |
| November 16th, 2023 | November 8th, 2023 |
| December 21st, 2023 | December 13th, 2023 |

FOR CITY OF NEWTON LAND BANK USE ONLY

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

 Property Purchase Application Date: \_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Development Agreement Date: \_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Land Use Review Form Date: \_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Financial Documentation (if needed) Date: \_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_