



STANDARD PROCEDURE FOR CONSIDERATION OF THE TRANSFER OF CITY PROPERTY

1. A person requesting the transfer of City property, or any easement or interest in such property, shall first submit to the Planning and Zoning Director a completed Application Form, a non-refundable Administrative Fee of \$300 and the amount of the estimated costs for notice and publication. The applicant may also be required to fund the costs for any survey, title report or other documentation necessary for this transaction.
2. The Director of Planning and Zoning shall confer with the City Manager, Fire Department, Police Department and Public Works Department regarding the proposed transfer. The Director of Planning and Zoning shall then prepare a memorandum setting forth the position of City staff regarding whether the subject property is necessary for City or public use, or will likely be necessary in the future for City or public use.
3. Upon completion of the staff memorandum, a Public Hearing shall be scheduled before the Planning and Zoning Commission. A notice of the Public Hearing shall be published at least once in the newspaper of record not less than 15 days prior to the hearing. All owners of property within 300 feet of the subject property shall be mailed a notice of the Public Hearing not less than 15 days prior to the meeting and the property shall be posted. Based upon the input received at the Public Hearing, the Commission shall make a recommendation to the City Council.
4. After the Public Hearing, a briefing shall be prepared by the Director of Planning and Zoning summarizing the input received and stating the staff and Commission's recommendations to the City Council. The briefing shall include an estimate of the value of the property.
5. The matter shall then be brought before the City Council for consideration. The City Council shall determine whether the property is necessary, or will likely be necessary in the future, for City or public use. If the Council determines that the property is appropriate for transfer, the Council shall set the consideration to be paid for the property. The Council may request a survey and other conditions in connection with the proposed transfer when it deems it necessary or advisable.
6. If the transfer is an abandonment of a public roadway to an adjacent property owner, the transfer may be completed as authorized by statute. If the transfer will be by public sale, the Council will establish a date and terms for any such public sale. Notice of any public sale will be provided in the same manner stated above, not less than thirty days prior to the sale.
7. The formal conveyance of any such property or interest in real property can only be authorized by Ordinance. The Council will schedule the adoption of any such Ordinance for final approval after the terms and conditions have been agreed to by the purchaser.

APPLICATION FOR THE TRANSFER OF CITY PROPERTY INCLUDING RIGHTS OF WAY

1. Applicant's name: _____
2. Mailing address: _____
3. Property address: _____
4. Parcel number: _____
5. Telephone: _____

6. Please describe the reason for this request and the relationship of the subject property to any property currently owned by the applicant:

Applicant's signature: _____

Date: _____ Docket #: _____

Administrative fee: \$300.00 plus estimated costs

Contact the Planning and Zoning Department at 432-6269 with any questions.