



UTICA URBAN RENEWAL AGENCY

Phone: (315) 792-0105 Fax: (315) 792-9819
CITY HALL UTICA, NEW YORK 13502

MAYOR DAVID R. ROEFARO
CHAIRMAN

ROBERT D. SULLIVAN
EXECUTIVE DIRECTOR

APPLICATION

Developer's Fee

Vacant Lot: \$250.00*

Residential Home: \$750.00*

Other Fee's

Oneida County Recording Fees: house (approximately) 200.00*

Oneida County Recording Fees: lots (approximately) \$300.00**

City of Utica Assessor's Stamp: \$30.00

Commercial Dev. Fee: Subject to negotiations with a \$1,000.00 minimum

*****The Developer's fee is a charge separate from the cost of the Property itself*****

PLEASE PRINT ALL INFORMATION LEGIBLY:

DATE

Amount Offered

ADDRESS OF PROPERTY INTERESTED IN: _____

NAME OF APPLICANT (S): _____

ADDRESS OF APPLICANT(S): _____

PO boxes not acceptable for address if you have a different mailing address please list below:

(Please include street number, State and zip code)

PHONE NUMBERS: () _____ - _____

() _____ - _____

LIST ANY AND ALL PROPERTIES CURRENTLY OWNED IN THE CITY OF UTICA AND ANY OTHER LOCATIONS IN ANY OTHER STATES OR CITIES:

ANY CODE VIOLATIONS AND DELINQUENT TAXES ON ANY OF THE ABOVE OWNED PROPERTIES:

REDEVELOPMENT PROPOSAL

(1) VACANT LAND (ONLY)

Do you own property adjacent to the Vacant Land? Yes _____ No _____

If so, what is the adjacent address: _____

Do you plan to:

Fence: Yes _____ No _____

Landscape: Yes _____ No _____

Create additional parking: Yes _____ No _____

Other or additional comments: _____

(2) HOUSE / STRUCTURE

Do you plan to:

Please Circle One:

Occupy for primary residence? **Yes or no**

Renovate for income/rental property? **Yes or no**

Renovate for business/commercial use? **Yes or no**

Replace or repair furnaces/heating units? **Yes or no** **Estimated Repair Costs** \$ _____

Replace or repair electrical? **Yes or no** \$ _____

Replace or repair roof? **Yes or no** \$ _____

Replace or repair plumbing/copper? **Yes or no** \$ _____

Replace or repair walls/ceilings? **Yes or no** \$ _____

Replace or repair windows/doors? **Yes or no** \$ _____

List any and all other repairs that need to be made:

_____ \$ _____

_____ \$ _____

_____ \$ _____

ESTIMATED TOTAL REPAIR COSTS OF PROJECT = \$ _____

This estimate is based on:

Professional Experience: _____

Professional Consultant: _____

Personal Evaluation: _____

Other (Please Explain): _____

(3) **FINANCING** _____ (initial to acknowledge that you have read)
By what method do you plan to finance this Redevelopment Proposal (check all that apply):
Loan _____ Personal/Company Assets _____ Credit Card _____ Other(Explain on additional sheets)

PROOF OF FINANCING MUST BE ATTACHED TO THIS APPLICATION

(ex. Copies of loan commitment, bank statements, stock certificate).

Applications without proof of financing will be considered incomplete and will not be accepted.

Financing must cover purchase price, county taxes and the cost of repairs. Your bid may not exceed the total amount of financing you have shown.

(4) **EMPLOYMENT**

Place of employment: _____ Address: _____

Spouse's and/or 2nd applicant's employment: _____ Address: _____

How long have you been at your current employment: _____

Salaries / Wages: _____ weekly _____ bi-weekly _____ annually

Salaries / Wages: _____ weekly _____ bi-weekly _____ annually

(5) **PROJECT DATES** _____ (initial to acknowledge that you have read)

A Redevelopment Proposal must begin upon closing.

A Redevelopment Proposal must be completed within **one year of closing** or the Agency has the right to revert title.

(6) **NOTICE TO CITY OF UTICA PROPERTY OWNERS**

_____ (initial to acknowledge that you have read)

It is the responsibility of the bidder to check with the City of Utica Comptroller's Office 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 Bidder located in the City of Utica are all paid and current upon submitting this application to the Agency.

The Agency WILL NOT FURTHER PROCESS any application by a bidder that has any **tax delinquencies** on properties that are currently owned in the City of Utica.

Furthermore, any application by a bidder with an open **codes violation** or a history of codes violations WILL NOT BE FURTHER PROCESSED by the Agency.

The Agency reserves the right to reject any bidders on the basis of tax delinquencies or codes violations.

(7) **EXTRA COMMENTS / INFORMATION**

Please use this space to write any other comments or information that is relevant to this application:

*****All information must be provided.**

Applications that are incomplete prior to the deadline will not be accepted.

There will be no exceptions***

FEE INFORMATION

(1) If you apply for property, you will be responsible for a Developer’s Fee. This fee is applied toward the Agency administrative costs for each property and the Agency’s general administrative costs. Fees apply as follows:

VACANT LOT	\$250.00 Developer’s Fee
RESIDENTIAL	\$750.00 Developer’s Fee
COMMERCIAL	To be negotiated with a minimum of \$1,000.00 developer’s fee.

(2) There are numerous agencies you should check with regarding **back taxes, tax assignments, water charges, sewer charges, and solid waste charges** affecting the Property. You should determine

VACANT LOTS: If City back taxes are due or have been assigned by checking with City Comptroller. Please note that a tax assignment is different than the tax being paid. Please specifically ask if there has been an assignment.
 If City School back taxes are due by checking with City Comptroller
 If County Back taxes are due by checking with County Finance
 If Water Board fee is delinquent by checking with Water Board
 If City Sewer fees are delinquent by checking with Water Board
 If County Sewer fees are delinquent by checking with Water Board
 If Solid Waste fees are delinquent by checking with Solid Waste

RESIDENTIAL/
 COMMERCIAL: If City back taxes are due or have been assigned by checking with City Comptroller. Please note that a tax assignment is different than the tax being paid. Please specifically ask if there has been an assignment.
 If City School back taxes are due by checking with City Comptroller
 If County back taxes are due by checking with County finance
 If Water Board fees are due if purchase price is under \$2,500
 If City Sewer fees are due if purchase price is under \$2,500
 If County Sewer fees are due by checking with Water Board
 If Solid Waste fees are due by checking with Solid Waste

PHONE NUMBERS

City Comptroller	315/792-0148
County Finance:	315/798-5754
Water Board:	315/792-0301
Solid Waste	315/731-0238

(3) 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 \$175 to \$300 depending on the price of the parcel and whether it is a vacant or improved parcel. As a service to you, if requested, the Agency counsel will file and record the Deed for you.

(4) We **do 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.

(5) 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 approval by ordinance. **Third**, you close with the Agency counsel. The entire process usually takes about 2 to 3 months.

(6) Once you close on a property you are responsible for all fees, costs and taxes associated with the property as noted above.

(_____) (_____) Initial here confirming you have contacted the City Comptroller, County Finance Department, Water Board, and Solid Waste Authority for any delinquencies or other charges that may be due. Please note: The Agency will not be responsible for any outstanding delinquencies’ existing at the time is transferred to you as Developer.

I/WE ACKNOWLEDGE THAT I/WE HAVE BEEN ADVISED AND UNDERSTAND THAT:

1. I/We will inspect the property before purchase because I/we will not receive any warranty as to condition or status of the property, express or implied.
2. All Urban Renewal property is sold “as is” to title and physical condition. No further work will be done on the property by the Agency or the City of Utica.
3. I/We will be responsible for all County taxes, water charges, assignments of City taxes, waste charges, governmental and private liens and encumbrances, if applicable, and any other taxes that become due from taking title to the property. I/We will inquire at the appropriate offices to determine the amounts of delinquent taxes, water charges, waste charges and other applicable items.
4. I/We will receive a Quitclaim Deed to the property I/we purchase. I/we will be responsible for any recording and filing fees upon closing of a sale with the Urban Renewal Agency.
5. I/We must comply with the Urban Renewal Plan as well as zoning and codes ordinances applicable to the property.
6. I/We will pay an administrative fee, which will be refunded within thirty days only if my/our offer is rejected by the Agency Board or the Common Council.
7. I/We may not purchase property from the Urban Renewal Agency if I/we lost it for back taxes.
8. I/We must comply with my/our development plan after I/we buy the property or title will revert to the Agency. Also, if I/we indicate that I/we intend to use the property as a primary residence and I/we do not do so for a period of twelve months after the issuance of the Certificate of Completion, title will revert to the Agency.
9. I/We will be allowed to purchase the property if I/we am/are approved by both the Urban Renewal Agency the Common Council and the Mayor. The Urban Renewal Agency usually meets the 2nd and 4th Thursday of every month at 9:00AM.
10. I/We will close on a property sale within sixty days of the Common Council’s approval. In the event I/we am/are unable to close in this time, I/we will forfeit my/our developer’s fee. An extension of the sixty days may be obtained by written notice to the Agency and approval by the Agency Board.
11. I/We am/are not required to attend the Agency meeting at which my/our offer is presented. I/We understand that the Agency Board may reject or table my/our offer based on a lack of information if I/we am/are not present at the meeting at which the property will be discussed.

RESPECTFULLY SUBMITTED BY:

Signature of Applicant

Signature of Applicant

*******APPLICATION DEADLINES ARE THE FRIDAY BEFORE THE SECOND THURSDAY OF EVERY MONTH. THERE WILL BE NO EXCEPTIONS.*******