



City-Owned Property Purchase Application



The City of Syracuse accepts applications to purchase and re-develop City-owned properties. To apply to purchase a property owned by the City of Syracuse, complete the Application and accompanying Development Plan and Offer to Purchase, and submit these electronically or to the address below. Property purchase applications should indicate how your project will benefit the surrounding neighborhood, describe in detail the final use of the property, and illustrate your capacity to maintain the property.

- Information about available City-owned property can be viewed at <https://www.syr.gov/Departments/Assessment/Buy-Property-from-the-City>.
- You must provide all required information; incomplete applications will not be accepted.
- Development proposals are reviewed by City planning staff and an interdepartmental review committee. Upon approval, proposals are voted on by the Syracuse Common Council.
- The City has the right to deny the sale of City-owned property. Applicants will be informed within eight weeks of submission of a complete application as to whether the City has approved an application to purchase a City-owned property.
- If you own property in the City of Syracuse, you need to be current on your taxes for your application to be considered.

Submit proposals to:

**Central Permit Office
One Park Place
300 South State Street
Syracuse, NY 13202**

Contact the Department of Assessment with any questions at (315) 448-8270 | assessment@syr.gov



Purchase Information

Appraisal Fee Schedule

An appraisal may be required. When necessary, the City of Syracuse Department of Assessment will request this. The cost of the appraisal shall be the applicant’s responsibility:

Property Type	Appraisal Fee
Residential Vacant Lot (Buildable)	Cost To Be Determined
Commercial Vacant Lot	
Multiple Unit & Mixed Use Building	
Commercial/Industrial Building	
Abandoned Right of Way (ROW)	

City-Owned Property Pricing

Property may be purchased from the City for the following price(s). The purchaser will be responsible for all additional taxes and fees prior to taking title to the property; these include but are not limited to curb cut closure expenses, as determined by City staff, and re-subdivision costs.

Property Type	Sale Price
Rear Lot	\$0.50 / square foot (minimum sale price of \$500.00)
Small Lot*	\$1.25 / square foot (minimum sale price of \$500.00)
Large Lot	Appraised Value
Structures**	Appraised Value

*Less than 30 feet of frontage and less than 90 feet of depth, **or** less than 2,000 square feet.

**Select City-owned structures may be sold for less than the appraised value if the property qualifies for such sale under law.

Application Deposit

A deposit of \$500.00 must be included with each application and is non-refundable UNLESS the Property Disposition Review Committee or Common Council denies your application or denies the request to order an appraisal.

Property / Site Information:	
Property Address(es) Requested for Purchase:	
Applicant Information:	
Primary Contact / Lead Applicant:	
Name	
Title	
Organization/Company	
Mailing Address	
City, State, & Zip	
Phone	Email
Federal ID #	



Applicant is a/an (check one): Individual Developer/Contractor Entrepreneur
 For-Profit Company Non-Profit Organization*

**Non-profits must attach a copy of a 501(c)(3) certification if requesting reduced purchase price*

If Corporate Entity, list officers below:	If LLC, list members below:
President:	
Vice President:	
Treasurer:	
Secretary:	

Applicant History:

1. Are there any outstanding judgments filed against you? Yes No
2. Have you declared bankruptcy in the past 7 years? Yes No

If yes, please briefly explain the details (date, type of bankruptcy, current status, et cetera):

3. Has a property you own been foreclosed upon by a bank, lien holder, or a municipality - or given title or deed in lieu of foreclosure in the past 7 years? Yes No
4. Are you currently party to a lawsuit? Yes No
5. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment? Yes No
6. If you have checked yes for any of the above questions, please explain (additional documentation may be submitted electronically or by mail/in person):

7. Do you own (in full or in part) or have an interest in any other real estate within the City of Syracuse?
 - a) Yes No
 - b) If yes, please list the addresses of each property owned as well as the name of the entity holding title to the property:



8. Are there open codes or zoning violations associated with any of these properties?

a) Yes No

b) If yes, please explain:

9. Are there overdue taxes or water bills associated with any of these properties?

a) Yes No

b) If yes, please explain:

Application Checklist*

- \$500.00 Non-refundable deposit**
- Signed and initialed agreement page**
- Completed and signed purchase offer contract**
- Development Plan (if not included in the proposal form—more detailed description, site plans, drawings, etc. should be shared if available). If your purchase application is part of a multi-property development, an overall plan (block plan) is recommended.**

*All applications must be complete and include all supplemental documents for review by the Property Disposition Review Committee. Incomplete applications will be returned to the applicant for completion.



Agreement

By initialing the statements below, the Applicant indicates their agreement to and understanding of the below clauses. Please read each clause carefully and speak to a representative at the Central Permit Office (315-448-4600) if you have any questions. The applicant may not claim ignorance of the below conditions once initialed. Please sign that you have read and understand these terms.

I, _____ do hereby understand and agree to the following conditions:

Condition	Initial
<p>I understand that my \$500.00 deposit is nonrefundable and will not be returned to me if the application is denied, withdrawn, or terminated for any reason except in the following cases:</p> <ul style="list-style-type: none"> a. The Property Sales Review Committee declines the application during its review process, b. The Common Council votes not to order an appraisal or votes not to approve the sale of the property, <p>I understand that in any other case, my deposit is non-refundable. If I do proceed through the entire property purchase process, I understand that my deposit will be applied to the final purchase price at closing.</p>	_____
<p>I understand that the Property Disposition Review Committee has full discretion over whether my application moves forward in the application process and may deny an application based on any criteria they may deem critical as permitted by law. If the Property Disposition Review Committee denies my application, I understand that my deposit will be refunded.</p>	_____
<p>I understand that my application cannot be accepted unless all necessary materials, as listed on the title page of this application, are submitted with it. I also agree to provide additional information as requested by the City of Syracuse.</p>	_____
<p>I understand that the application process is lengthy and may take up to a year or more for the application, review, and approval process to complete. I also understand that this process may take more or less time depending on numerous factors.</p>	_____
<p>I understand that by submitting this application, I am indicating to the City my intention to buy this property. I understand that, if I decide to withdraw from the process, I must indicate my intentions to the City immediately and that such withdrawal may forfeit the \$500.00 deposit.</p>	_____
<p>I understand and agree that by submitting this application, I will defend and indemnify the City of Syracuse (the "City") its officers and employees, from any and all damages, claims, suits, regulatory action, litigation and judgments including but not limited to any environmental claims or litigation that arise in any way from sale of this property. I agree to release and hold harmless the City of Syracuse from all claims as stated above in consideration for the City taking a tax deed and compromising the taxes on the subject property.</p>	_____

Signature:

Date:



Development Plan

Please provide detailed information on how you intend to use the property you are applying to purchase. If applicable, provide drawings, site plans, contractor quotes, etc.

1. Proposed Project Address(es): _____

Intended property use (check all that apply):

- Demolition
- Rehabilitation
- Owner Occupant
- New Construction
- Green Space
- Resale to Owner Occupant
- Parking
- Residential Rental
- Commercial
- Yard Expansion
- Other

2. Is the final use of the property permitted according to current zoning rules for the parcel?

(if you aren't sure, please contact Zoning Administration: 315-448-8640 | Zoning@syr.gov)

- a) Yes No
- b) If not permitted, how will you gain approval?

3. Please provide a detailed description of your plans for the property you are applying to purchase:

4. What is the anticipated cost of development for your project?

5. What is the source of financing for the **development** of the property? *(please provide appropriate documentation)*

- Loan/Line of Credit
- Grants or other public funding
- Personal/Company Assets
- Other (please explain in your Development Plan)
- Credit Card

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- 6. Provide a detailed timeframe for development:

- 7. Describe how your project will benefit the surrounding neighborhood:

- 8. Explain how you will maintain the property once you become the owner and your project is complete:

Signature Line

I hereby certify to the truth of the matters contained in this application and agree to provide any other related information or documents upon request. I certify that I have read and understand all statements in the City-owned property purchase application.

Signature

Date

Print Name