



City of Corsicana Infill Housing Program Application

This program receives most properties through the Navarro County tax foreclosure process, under the Texas Property Tax Code Section 34.051. Most of these properties are made available for purchase, often at a substantially reduced price, to qualified individuals (including: developers, builders, non-profits and governmental entities) interested in building residential housing.

An applicant will be disqualified from purchasing a property if he has been a prior owner of the property within twelve (12) months preceding the date of this application. An applicant will also be disqualified if he has a history of ownership of tax delinquent properties. The City will not sell land to investors intending to hold the land for resale without improving the property.

TYPES OF PROPERTIES AVAILABLE

Vacant Lots - Many properties offered for sale by this program are vacant lots located in neighborhoods in need of significant investment. These lots may be priced at or below fair market value. Usually, utilities are present near the property.

Lots with Structures - At times, the City of Corsicana and local taxing entities may hold lots with vacant residential structures. These structures are normally in very poor condition and are in need of significant renovation or demolition. These Structures may be priced at the Navarro County Assessor's Appraised value, but may be adjusted based on the condition of the structure and whether demolition is necessary. Preference will be given to qualified individuals wishing to renovate or demolish the structure in favor of residential dwellings. The City may require a minimum amount of renovation or demolition work to be performed as a condition of transfer. Developers, non-profits and other governmental entities are, likewise, invited to purchase the structures for housing uses.

Other Lots - Lots owned by the City of Corsicana and local taxing entities represented by same that are not capable of independent development or are unsuitable for residential property may be considered for park, commercial, or industrial-use, or as multi-family properties. Such lots may be sold at a market rate for development. An agreement between the applicant and the City is required, ensuring the property is developed for uses that are beneficial to the City (for example, consistent with a neighborhood plan).

Side Yard Lots - Vacant lots not suitable for residential housing may be purchased by an adjacent property owner(s) under certain qualifying conditions.

REQUIREMENTS OF PROGRAM

1. **The applicant must have the funding for the project in place at the time of the application.** This includes the funds for the property purchase, plus the new construction or rehabilitation. This must be in the form of a commitment letter from a financial institution. Please attach copy of the document to application.
2. **The applicant will be expected to complete the project within the following timeframes, unless otherwise negotiated with the City:**
 - Provide a complete plan set and building permit within 90 days from date of purchase, and
 - Start construction within 6 months from date of purchase, and
 - Complete construction and obtain a certificate of occupancy within 18 months from the date of purchase.
 - Pay a \$50.00 fee with the submission of the application packet for utility investigations.
3. **All construction will be in compliance with current zoning regulations and building codes. The minimum required home size is 1,000 square feet.**
4. **Purchaser is responsible for closing costs and title policy.**
5. **A complete Plans plan set for the proposed project must be submitted to the Planning and Zoning Department for approval within 90 days after the date of purchase.** Once plans are approved a permit fee based the valuation of the project must be paid. Permit fees will be assessed as outlined in Chapter 13 of the City of Corsicana Municipal Code.
6. **The required plans submittals with the application includes:**
 - ~~Site Plan showing location of structure, and driveway, and utilities with dimensions,~~
 - ~~House plans including MEP layout, and~~
 - ~~Foundation design.~~
7. **All work must be done by contractors registered with the City and licensed by the State based on their trade.** All contractors will be required to submit the minimum insurance coverage documentation at the time of registration.
8. **All inspections must be requested and approved prior to the issuance of a Certificate of Occupancy for the structure.**

APPLICANT INFORMATION

Name	
Company	
Address	
City, State, Zip	
Phone	
Email	

PROJECT INFORMATION

Block		Lot	
Parcel ID		Address	
Project Type	Single Family ☐	Two-Family ☐	Multi-family ☐
Lot Size		Structure Size	
Zoning		Lot Coverage	

FUNDING INFORMATION

Source		Amount	
Contact		Phone	
Documents Attached	Letter of Credit ☐		Other ☐

PROPOSED SCHEDULE OF CONSTRUCTION

Secure Funding		Submit Plans	
Begin Construction		Complete Construction	

APPLICATION

All personal information submitted to the Community Support Department of the City of Corsicana is confidential and is intended to be used only by this department. I hereby authorize the Community Support Department, City of Corsicana to any other information to determine the ability to complete the proposed project and verify the information supplied as a part of this application. **The City of Corsicana hereby reserves the absolute right to accept or reject any and all land use/development proposals and offers for purchase, and reserves the right to condition the sale on the buyer's acceptance of deed restrictions. ~~Additionally, the City reserves the right to require approval from CISD, Navarro County, Navarro College District or City departments established by the Community Support Department to review a development proposal.~~**

Signature: _____

Date: _____

Below Line For Staff Use Only

Approval Step:	Date:	Approved By:	Signature:
Preliminary Application		DM/ES-CT	
Final Application Including Funding Documentation for Submission to Other Taxing Agencies		CS-JH/DM/ES-CT	
City of Corsicana		<u>Connie Standridge Jim Holgersson</u>	
Navarro County		Mike Dowd	
CISD		Diane Frost	
Navarro College		Kevin Fegan	



City of Corsicana

Infill Housing Program

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Navarro College		Kevin Fegan	

Unimproved Property Contract

- 1) **Parties:** The parties to this contract are the City of Corsicana, Navarro County, Corsicana Independent School District and Navarro College (Seller) and _____ (Buyer). Seller agrees to sell and convey to Buyer and Buyer agrees to buy from Sellers the Property defined below:
- 2) **Property:** Lot _____, Block _____, City of Corsicana, Texas, known as _____, Corsicana, TX 75110, or as described on attached exhibit together with all rights, privileges, and appurtenances pertaining thereto the Property.
- 3) **Sales Price:** \$250.00
- 4) **Title Policy and Survey:**
- A. Title Policy: Seller shall furnish Buyer at Buyer's expense an owner's policy of title insurance (Title Policy) issued by Navarro County Abstract Company (Title Company) in the amount of the Sales Price, dated on or after the Closing Date, insuring Buyer against loss under the provisions thereof, subject to the promulgated exclusions (including existing building and zoning ordinances) and the following exceptions:
 - 1) Restrictive covenants common to the platted subdivision in which the Property is located.
 - 2) The standard printed exception for standby fees, taxes and assessments.
 - 3) Liens created as part of any financing of the property.
 - 4) Utility easements created by the dedication deed or plat of the subdivision in which the Property is located.
 - 5) Reservations or exceptions otherwise permitted by this contract or as may be approved by Buyer in writing, including those of use and of commencement of construction and completion specified in the Special Warranty Deed and later in this contract.
 - 6) The standard printed exception as to marital rights.
 - 7) The standard printed exception as to waters, tidelands, beaches, streams, and related matters.
 - 8) The standard printed exception as to discrepancies, conflicts, shortages in area or boundary lines, encroachments or protrusions, or overlapping improvements: __ will not be amended or deleted from the Title Policy; or __ will be amended to read, "shortages in area" at the expense of the Buyer.
 - B. Commitment: Within 15 days after Title Company receives a copy of this contract, Seller shall furnish Buyer a commitment for title insurance and, at Buyer's expense, legible copies of restrictive covenants and documents evidencing exceptions in the Commitment (Exception Documents) other than the standard printed exceptions. If the Commitment and Exception Documents are not delivered to Buyer within the specified time, such shall be extended automatically for up to 15 days, or 3 days prior to Closing Date, whichever is earlier. If, due to circumstances beyond Sellers' control, said documents are not delivered within the time required, Buyer may terminate this contract and earnest money will be refunded to Buyer.
 - C. Survey: If required or requested by Buyer, within 15 days after the effective date of this contract, Buyer shall obtain a new survey, made by a registered professional surveyor acceptable to Title Company, Buyer and Buyer's lender (if any).

- D. **Objection:** Buyer may object in writing to defects, exceptions or encumbrances to title disclosed in the survey or disclosed on the Commitment, except for requirements in Schedule C of the Commitment, and Seller may elect to cure and extend the Closing Date for up to 15 days, as needed. If objections are not cured in such 15 days, contract shall terminate and Earnest Monday will be refunded to Buyer unless such objections are waived.
- E. **Title Notices:** Buyer is advised to have an abstract of title covering the Property examined by an attorney of Buyer's choosing, or Buyer should obtain a Title Policy and have the Commitment reviewed by Buyer's attorney.
- 5) **Acceptance:** Buyer accepts the property as- is. "As-is" means the present condition of the Property without warranty except the warranties of title and in this contract. Accepting the Property as-is does not preclude Buyer from inspecting Property or terminating within the time constraints of this contract. Buyer is advised to carefully inspect the Property and that the presence of wetlands, toxic substances including waste, asbestos or other environmental hazards, or threatened or endangered species or its habitat, if any may be found, may affect Buyer's intended use of the Property.
- 6) **Closing:** The closing of the sale will be on or before _____, 202____, or within 7 days after cure or waiver of any objections, whichever is later (Closing Date). At closing, Seller shall execute and deliver a Special Warranty Deed conveying title to the Property and furnish certification that no delinquent taxes are owed as of the Closing Date. Buyer shall pay the sales price in good funds acceptable to the escrow agent. Seller and Buyer shall execute and deliver all documents required for closing of the sale and issuance of the Title Policy. Sellers shall warrant that all known interests in the Property shall be satisfied from the sales proceeds.
- 7) **Possession:** Seller shall deliver to Buyer possession of the Property in its present or improved condition upon closing and funding.
- 8) **Special Provisions:** Buyer shall not transfer title to Property until the following conditions are met: Buyer must have submitted a complete plan set and residential building permit to the City of Corsicana within 90 days from the Closing Date. Buyer must construct a new residential dwelling structure, in accordance with City building codes, intended for owner occupancy, for sale or for rent, upon the property and such construction shall commence no longer than 6 months from the Closing Date, with completion of the structure no longer than 18 months from said Closing Date. Should submission of a complete plan set and residential building permit to the City of Corsicana not be completed within 90 days of the Closing Date, the deed shall require title to the Property to revert back to the Sellers. Should construction of such new residential dwelling structure not commence within 6 months of the Closing Date, the deed shall require title to the Property to revert back to the Sellers pursuant to the attached **Right of Reversion and Penalty** addendum. Should Buyer not complete said structure within eighteen (18) month after Closing, Buyer shall owe the City, at the City's sole discretion, \$50 per day as liquidated damages for every day such structure remains incomplete and without a Certificate of Occupancy being issued by the City.
- 9) **Settlement and Other Expenses:** Buyer will pay all fees and costs associated with the closing.
- 10) **Default:** If Buyer or Seller fail to comply with this contract, the non-compliant party will be in default and the other party may enforce specific performance, seek such other relief as may be provided by law, or both, or terminate this contract and receive the earnest money, thereby releasing both parties from the contract.

- 11) Representations:** All covenants, representations and warranties in this contract survive closing. If any representation of Seller in this contract is untrue on the Closing Date, Seller will be in default.
- 12) Notices:** All notices from one party to another must be in writing and are effective when mailed, hand delivered at, or transmitted by fax or electronic transmission as follows:

To Buyer at: _____
Manager

Phone: _____

Fax: _____

Email: _____

To Seller at:

Connie Standridge Jim Holgersson, City

City of Corsicana

200 N 12th St

Corsicana, TX 75110

Phone:

903-654-4803

Fax:

903-654-4999

Email:

citymanager@ci.corsicana.tx.us

- 13) Agreement of Parties:** This contract contains the entire agreement of the parties and cannot be changed except by their written agreement. Addenda which are part of this contract are a **Right of Reversion and Penalty Addendum.**

- 14) Read this contract carefully and consult an attorney before signing.**

Buyer's Attorney is: _____

Phone: _____

Fax: _____

Email: _____

Executed the ____ day of _____, 20____ (effective date):

Buyer

Seller

Initialed for Identification by Buyer _____ and Seller _____

Reversionary Right and Penalty Addendum

Buyer may not transfer title to the Property prior to completing construction of a residential dwelling structure on the Property. The Special Warranty Deed for the property shall reflect this provision and should a title transfer be attempted prior to completion of and obtaining a Certificate of Occupancy for a residential structure that meets City of Corsicana building codes and zoning in effect as of the Closing Date, said reverter shall be effective and title shall revert.

Buyer shall have ninety (90) days from the Closing Date to submit a complete plan set and residential building permit application to the City of Corsicana. If Buyer does not submit a complete plan set and residential building permit application to the City of Corsicana within ninety (90) days of Closing Date, the Sellers reserve the right to re-acquire title to the Property pursuant to the Special warranty Deed provisions, to be handled by Escrow Agent at City's cost, due to non-performance of contractual obligations by Buyer. Buyer shall have six (6) months from the Closing Date to begin construction of a residential dwelling structure in accordance with building codes and zoning ordinances in effect for the Property at the time. To begin construction, Buyer or its qualified contractor must submit plans and specifications and be issued a Building Permit by the City of Corsicana, and must commence work on pad grading, underground utility connections to plumbing, temporary electric service, and/or preliminary foundation construction. If Buyer does not begin construction within six (6) months of Closing Date, the Sellers reserve the right to re-acquire title to the Property pursuant to the Special Warranty Deed provisions, to be handled by Escrow Agent at City's cost, due to non-performance of contractual obligations by Buyer.

After construction of said residential dwelling structure is begun on the Property, Buyer shall have eighteen (18) months from the Closing Date in which to complete construction and obtain a Certificate of Occupancy for the residential structure from the City of Corsicana. Should Buyer not complete said structure within this eighteen (18) month period, Buyer shall owe the City, at the City's sole discretion, \$50 per day as liquidated damages for every day such structure remains incomplete and without a Certificate of Occupancy being issued by the City.

The covenants of this **Reversionary Right and Penalty Addendum** shall be included in the Special Warranty Deed conveying the Property.

Initialed for Identification by Buyer _____ and Seller _____

CITY OF CORSICANA

HOUSING INFILL PROGRAM PRIORITIES, POLICIES AND PROCEDURES

Contents

1. Policies Governing the Transfer of Properties
2. Priorities Concerning the Disposition of Properties
3. Factors in Determining Consideration Due Upon Transfers
4. Side Lot Utilization Project
5. Residential Land Transfers
6. Non-Residential Land Transfers for Improvement of Public Facilities and/or Expansion of Services, Neighborhood Revitalization and/or Redevelopment
7. Approval of Land Transfers
8. Reporting of Land Transfers

The acquisition and disposition of properties acquired by the taxing entities through tax foreclosure procedures in accordance with Texas Property Tax Code Section 34.05 and the Interlocal Agreement between the City of Corsicana, Navarro County, Corsicana Independent School District and Navarro College (hereinafter referred to as the "Taxing Entities") covering such properties shall be governed by the following basic priorities and guidelines.

The acquisition, use, and disposition of such properties shall at all times be consistent with the authority granted by the applicable laws of the State of Texas, the Interlocal Agreement between the taxing entities, and the public purposes set forth therein.

1. Policies Governing the Transfer of Properties

In determining which, if any, properties shall be acquired by the CITY pursuant to the Interlocal Agreement the CITY shall give consideration to the following factors:

1. Properties that would support affordable homeownership, and are either unimproved or unoccupied and are available for immediate occupancy without need for substantial rehabilitation.
2. Improved properties that would be in support of affordable homeownership and are the subject of an existing order for demolition of the improvements and properties that meet the criteria for demolition of improvements.
3. Proposals and requests by individuals, nonprofit and for-profit entities identifying specific properties that would support affordable homeownership, improvement or expansion of community services, neighborhood revitalization, redevelopment, or other activities in support of the program goals and objectives.
4. Proposals and requests by governmental entities that identify specific properties for ultimate uses that would support the improvement or expansion of public services, neighborhood revitalization, redevelopment, or other activities in support of the program goals and objectives.
5. Vacant properties that are the subject of existing weed/debris liens or demolition liens and which would be good candidates for return to productive tax status or be in support of neighborhood revitalization or other program goals and objectives.
6. Vacant properties that meet the criteria for use as a Side Lot of an adjacent residential property and support the return of such property to productive tax status or neighborhood revitalization.
7. Properties that would be in support of strategic neighborhood stabilization and revitalization plans.

The CITY may combine properties from one or more of the foregoing categories in acquiring and disposing of the properties covered by the Interlocal Agreement. In

determining the nature and extent of the properties to be acquired the City shall also give consideration to underlying values of the subject properties, the financial resources available for acquisitions, the operational capacity of the responsible City Departments and the projected length of time for transfer of such properties to the ultimate transferees.

2. Priorities Concerning the Disposition of Properties

The disposition of properties shall be based upon a combination of three different factors. The first factor involves the **intended or planned use of the property**. The second factor considers the **nature and identity of the transferee of the property**. The third factor **addresses the impact of the property transfer on the short and long term neighborhood and community development plans**. Within each factor is a ranking of priorities. The disposition of any given parcel will be based upon an assessment of the most efficient and effective way to maximize the aggregate policies and priorities. The Housing Infill Project (HIP) Committee and City staff shall at all times retain flexibility in evaluating the appropriate balancing of the priorities for the use of property, priorities as to the nature of the transferee of properties, and priorities concerning neighborhood and community development.

Priorities for Use of Property

1. Properties that are vacant and have a tax delinquency of 6 or more years, support affordable homeownership, and are available for immediate occupancy without need for substantial rehabilitation.
2. Properties that are distressed and have a tax delinquency of 6 or more years, support affordable homeownership and are the subject of an existing order for demolition of the improvements and properties that meet the criteria for demolition of improvements.
3. Vacant properties with a tax delinquency of 6 or more years that are the subject of existing weed/debris liens or demolition liens and which would be good candidates for return to productive tax status or be in support of neighborhood revitalization or redevelopment.
4. Vacant properties with a tax delinquency of 6 or more years that meet the criteria for use as a Side Lot of an adjacent residential owner-occupied property owner and support the return of such property to productive tax status or neighborhood revitalization.
5. Vacant or distressed properties with a tax delinquency of 6 or more years that would be in support of strategic neighborhood stabilization and revitalization plans through the improvement or expansion of community services, or other activities in declining or revitalized areas
6. Vacant or distressed properties with a tax delinquency of 6 or more years that would be in support of strategic neighborhood stabilization and revitalization plans through the improvement or expansion of public facilities and/or service improvements in declining or revitalized areas.

Priorities as to the Nature of the Transferee

1. Qualified individuals that will hold title to the property on a long-term basis for responsible homeownership that are local to the City of Corsicana.
2. Other qualified individuals that will hold title to the property on a long-term basis for responsible homeownership.
3. Qualified private for-profit entities that will hold title to the property for purposes of subsequent reconveyance to private third parties for affordable homeownership.
4. Entities that are either partnerships, limited liability corporations, or joint venture groups comprised of private nonprofit corporations or private for-profit entities for purposes of neighborhood stabilization, revitalization, redevelopment or expansion and/or improvement of community services.
5. Qualified non-profit entities that will hold title to the property on a long-term basis (primarily affordable rental housing properties) or hold title to the property for purposes of subsequent reconveyance to private third parties for affordable homeownership.
6. Qualified non-profit institutions including academic and religious institutions for purposes of neighborhood stabilization, revitalization, redevelopment or expansion/improvement of community services.
7. Governmental entities for purposes of neighborhood stabilization, revitalization, redevelopment or expansion and/or improvement of public facilities or services.
8. Individuals who own residential property for purposes of the Side Lot utilization.
9. Private for-profit entities for purposes of neighborhood stabilization, revitalization, redevelopment or expansion and/or improvement of community services.

Individuals and entities that were the prior owners of property at the time of the tax foreclosure which transferred title to the CITY shall be ineligible to be the transferee of such property from the CITY.

Priorities Concerning Neighborhood Revitalization and Community Development

1. The preservation of existing stable and viable neighborhoods.
2. Neighborhoods in which a proposed disposition will assist in halting a slowly occurring decline or deterioration.
3. Neighborhoods which have recently experienced or are continuing to experience a rapid decline or deterioration.
4. Geographic areas which are predominantly non-viable for purposes of residential or commercial development.

3. Factors in Determining Consideration Due Upon Transfers

The following factors shall constitute general guidelines for determination of the consideration to be received by the CITY for the transfer of properties. In each and every transfer of real property the CITY shall require good and valuable consideration in an amount determined by the CITY in its sole discretion. The CITY will consider in its determination of consideration for each property the fair market value of the property, the Property Costs, the financial resources available to transferee for acquisitions, the priorities for the use of the property, and the priorities as to the nature of the transferee. "Property Costs" shall mean the aggregate costs and expenses of the CITY attributable to the specific property in question, including abstract fees, court costs, ad litem fees, publication costs, costs of acquisition, liens, maintenance, repair, demolition, improvements and marketing of the property.

The consideration to be provided by the transferee to the CITY may take the form of cash, deferred financing, performance of contractual obligations, imposition of restrictive covenants, or other obligations and responsibilities of the transferee, or any combination thereof.

I. Transfers to Qualified Individuals, Non-profit and For-profit Entities

- (a) Transfers of property to Qualified Individuals or nonprofit entities in support of the program goals and objectives will ordinarily require consideration in an amount based on the Property Costs, the financial resources of the transferee, the priorities for the use of the property, ~~and~~ the priorities as to the nature of the transferee, and the locality of the transferee to the City of Corsicana.
- (b) Consideration shall be reflected by a combination of contractual obligations to develop, maintain, or preserve the property for specified affordable housing purposes. Such amount may be secured by subordinate financing in which amortization of the obligation occurs by virtue of annual performance of the required conditions.
- (c) The dominant priority in determining the amount of and method of payment of the consideration shall be to facilitate the program goals and objectives and simultaneously to ensure that the property is dedicated over an appropriate period of time for the full accomplishment of the program goals and objectives.

2. Transfers to Governmental Entities

- (a) To the extent that transfers of property to governmental entities are designed to be held by such governmental entities in perpetuity for governmental purposes, the aggregate consideration for the transfer will ordinarily require consideration based on the Property Costs, or be satisfied by deed restrictions based on the priorities for the use of the property, and the priorities as to the nature of the transferee.

- (b) Such consideration may also be satisfied by a combination of contractual obligations to or be satisfied by deed restrictions upon the use of the property for specified program purposes.

3. Side Lot Utilization Project.

The pricing policies applicable to the Side Lot Utilization Project shall be as set forth in the policies and procedures applicable to the Side Lot Utilization Project.

4. Transfers of Property at Open Market Conditions.

Property that is transferred on the open real estate market, without restrictions as to future use will ordinarily require consideration based upon the fair market value of the property, and the Property Costs. Such consideration will normally require payment in full at the time of the transfer.

4. Side Lot Utilization Project

Individual parcels of property may be acquired by the City and transferred to individuals in accordance with the following policies. The transfer of any given parcel of property in the Side Lot Program is subject to override by higher priorities as established by these policies.

A. Side Lot Disposition Policies

1. Qualified Properties Parcels of property eligible for inclusion in the Side Lot Program shall meet the following minimum criteria:

- (a) The property shall be vacant real property.
- (b) The property shall be physically contiguous to adjacent residential property, with not less than a 75% common boundary line at the side.
- (c) The property shall consist of no more than one lot capable of development. Initial priority shall be given to the disposition of properties of insufficient size to permit independent development.
- (d) No more than one lot may be transferred per contiguous lot.

2. Transferees

- (a) All transferees must own the contiguous property, and priority is given to transferees who personally occupy the contiguous property.
- (b) The transferee must not own any real property (including both the contiguous lot and all other property in the City of Corsicana) that is subject to any unremediated citation of violation of the state and local codes and ordinances.
- (c) The transferee must not own any real property (including both the contiguous lot and all other property in the City of Corsicana) that is tax delinquent.
- (d) The transferee must not have been the prior owner of any real property in the City of Corsicana that was the subject of a

completed tax foreclosure proceeding unless the CITY approves the anticipated disposition prior to the effective date of completion of such tax foreclosure proceedings.

3. Consideration

- (a) Parcels of property that are not capable of independent development may be transferred for nominal consideration and will ordinarily include contractual obligations to develop, maintain, or preserve the property for specified residential side lot purposes.
- (b) Parcels of property that are capable of independent development will ordinarily be transferred for consideration in an amount equal to the Property Costs incurred for the lot. Such consideration may be satisfied by a combination of contractual obligations to develop, maintain, or preserve the property for specified neighborhood revitalization purposes.

4. Additional Requirements

- (a) In the event that multiple adjacent property owners desire to acquire the same side lot, the lot shall either be transferred to the highest bidder for the property, or divided and transferred among the interested contiguous property owners.
- (b) The Side Lot policies and priorities may be used in the event that a contiguous property needs land for a driveway or other local code compliance issues.

5. Residential Land Transfers

A. Residential Land Transfers

These policies pertain to transfers whose future use is residential. At time of transfer the property may be vacant, improved or ready to occupy.

- 1. The transferee must not own any real property that has any unremediated citation of violation of the state and local codes and ordinances.
- 2. The transferee must not own any real property that is tax delinquent unless the transfer is approved by the City Manager and such transfer substantially supports affordable housing initiatives.
- 3. The subject property must not have been used by the transferee or a family member of the transferee as his or her personal residence at any time during the twelve (12) months immediately preceding the submission of application (except in rental cases).
- 4. The transferee must not have been the prior owner of any real property in the City of Corsicana that was the subject of a completed tax foreclosure proceeding unless the CITY approves the anticipated disposition prior to the effective date of completion of such tax foreclosure proceedings.

5. All development projects should be started and completed within a time frame negotiated with the CITY.
6. A precise narrative description of future use of the property is required.
7. Transactions shall be structured in a manner that permits the CITY to enforce recorded covenants or conditions upon title pertaining to development and use of the property for a specified period of time. Such restrictions may be enforced, in certain cases, through reliance on subordinate financing held by the CITY.
8. The transferee must agree to pay future property taxes from time of transfer.
9. If code or ordinance violations exist with respect to the property at the time of the transfer, the transfer agreements shall specify a maximum period of time for elimination or correction of such violations, with the period of time be established as appropriate to the nature of the violation of the anticipated redevelopment or reuse of the property.
10. The proposed use must be consistent with current zoning requirements or an application for zone change or variance must be approved by the Director of Planning & Zoning as a condition precedent to the transfer.
11. Where part or all of the consideration for the transfer is the prospective affordability of the housing units, affordability requirements may be set forth in the transfer agreement and enforceable through recorded covenants, conditions or limitations upon title.
12. Where rehabilitation of a property by the transferee is a condition of the transfer, the requirement for such rehabilitation shall be in accordance with rehabilitation standards as established by the CITY and adequate completion of such rehabilitation shall be a condition to the release of restrictions or lien securing such performance.
13. For the first 60 days after a lot is added to the Infill Housing Program, only transferees with a 75110/75109 zip code as a home address or mailing address on some form of the applicant's identification are eligible to apply for lots. After 60 days, if the lot is still available, the 75110/75109 zip code as a home or mailing address restriction is no longer in place.
14. The applicant must agree to pay a \$50.00 fee with the application packet submission for utility investigations.

The following additional policies shall apply to properties to be transferred to individual transferees as part of a homeownership program.

15. The owner-occupant must complete renovations and move into the structure within a time frame negotiated by the CITY.
16. The property may not be used as multifamily, other than for duplex homes, and not for manufactured homes, other than modular.

B. Residential Land Transfer Procedures - Individuals

1. The prospective transferee must complete a written application and submit the following documents to the CITY:

- (1) List of property address
 - (2) Rehabilitation/ Improvement Specifications within a time frame negotiated by the CITY after application approval or closing date.
 - (3) Time Line for Rehabilitation/ Improvement Completion (if applicable)
 - (4) Project Financing if applicable (Pre-Qualification Letter for Lender)
 - (5) Development Budget (if applicable)
 - (6) Most Recent Tax Return
 - (7) Two forms of identification, one of which includes picture identification, including an up-to-date home or mailing address.
 - (8) Evidence of compliance with all applicable CITY codes and policies.
2. Once a month staff will review all submitted complete applications, conduct a basic analysis and give notice of approval or denial of application.
 3. Once the project has been approved, the staff will compile the closing documents for property transfer and complete the transaction with the transferee.

C. Residential Land Transfer Procedures - Private/Non-Profit/Corporate Entities

1. Required Application Documentation. The prospective buyer must complete a written application and submit the following documents to the CITY.
 - (1) List of property address(es)
 - (2) Project Description
 - (3) Development Team Description, including complete information on the following parties:
 - (a) Developer:
 - (b) Co-developer/Partner:
 - (c) Owner:
 - (d) General Contractor:
 - (e) Consultants:
 - (f) Architect:
 - (g) Project Manager (during construction):
 - (h) Lead Construction Lender:
 - (i) Marketing Agent:
 - (j) Project Management (post-construction):
 - (4) Market Information/ Plan
 - (5) Project Financing
 - (6) Development Budget
 - (7) An Operating Budget
 - (8) Most Recent Audited Financial Statement (or substantially equivalent documentation, approved by CITY)
 - (9) Evidence of compliance with all applicable CITY codes and policies
2. Once a month staff will review all submitted complete applications, conduct a basic analysis and give notice of approval or denial of application
3. Once the project has been approved, the staff will compile the closing documents for property transfer, and complete the transaction with the buyer.

6. Non-Residential Land Transfers for Improvement of Public Facilities

and/or Expansion of Services, Neighborhood Revitalization and/or Redevelopment

A. Non-Residential Land Transfer Procedures for transfers to Private/Non-Profit /Corporate Entities

1. The transferee must not own any real property that has any unremediated citation of violation of the state and local codes and ordinances.
2. The transferee must not own any real property that is tax delinquent.
3. The transferee must not have been the prior owner of any real property in The City of Corsicana that was transferred to the CITY as a result of tax foreclosure proceedings unless the CITY approves the anticipated disposition prior to the effective date of completion of such tax foreclosure proceedings.
4. The transferee's proposed use of transferred property must give consideration to the Master Plan developed by the City of Corsicana and transferee must provide proof that notice was provided to any community groups or neighborhood associations located within or surrounding the property.
5. All development projects should be started and completed within a time frame negotiated with the CITY.
6. A precise narrative description of future use of the property is required.
7. Transactions shall be structured in a manner that permits the CITY to enforce recorded covenants or conditions upon title pertaining to development and use of the property for a specified period of time. Such restrictions may be enforced, in certain cases, through reliance on subordinate financing held by the CITY.
8. The transferee must agree to pay future property taxes from time of transfer.
9. If code or ordinance violations exist with respect to the property at the time of the transfer, the transfer agreements shall specify a maximum period of time for elimination or correction of such violations, with the period of time be established as appropriate to the nature of the violation of the anticipated redevelopment or reuse of the property.
10. The proposed use must be consistent with current zoning requirements or an application for zone change or variance must be approved by the Director of Planning & Zoning as a condition precedent to the transfer.
11. Once a month staff will review all submitted complete applications, conduct a basic analysis and give notice of approval or denial of application.
12. Once the project has been approved the staff will compile the closing documents for property transfer, and complete the transaction with the buyer.

B. Non-Residential Land Transfer Procedures for transfers to Public Entities

1. Required Application Documentation. The prospective buyer must submit the following documents to the CITY.
 - (1) List of property address(es)
 - (2) Project Description
 - (3) Project Team/ Responsible Staff
 - (4) Development Plan
 - (5) Site Plan
 - (6) Project Cost
 - (7) Evidence of compliance with all applicable CITY codes and policies
2. The transferee's proposed use of transferred property must give consideration to the Master Plan developed by the City of Corsicana.
3. All development projects should be started and completed within a time frame negotiated with the CITY.
4. A precise narrative description of future use of the property is required.
5. If code or ordinance violations exist with respect to the property at the time of the transfer, the transfer agreements shall specify a maximum period of time for elimination or correction of such violations, with the period of time be established as appropriate to the nature of the violation of the anticipated redevelopment or reuse of the property.
6. The proposed use must be consistent with current zoning requirements or an application for zone change or variance must be approved by the Director of Planning & Zoning as a condition precedent to the transfer.
7. Once a month staff will review all submitted complete applications, conduct a basic analysis and give notice of approval or denial of application.
8. Once the project has been approved the staff will compile the closing documents for property transfer, and complete the transaction with the buyer.

7. Approvals of Land Transfers

A. Transfers Requiring Approval of Transfers Committee

- I. The Transfers Committee shall be made up of the City Manager or a designee, Planning and Zoning Manager, Director of Engineering, the Economic Development Director, and City Attorney (or a attorney designee).
2. The Transfers Committee must approve all transfers in which the property in the hands of the transferee will be exempt from property taxes.
3. The Transfers Committee must approve all transfers with more than one interested buyer.

4. The Transfers Committee must approve all transfers for non-residential projects.
5. The Transfers Committee must approve all transfers to governmental entities.
6. All other transfers must be approved by the City Manager.

B. Transfers Requiring Director of Neighborhood Services Approval

1. The City Manager may approve all transfers in the Side Lot Utilization Project and may further delegate, by written policy, such approval authority.
2. The City Manager may approve all single parcel land transfers for residential use. If a prospective transferee seeks to acquire more than five (5) properties within a twelve month period, the request must go to the Transfers Committee for approval.

8. Reporting of Land Transfers

The City Manager shall prepare and submit to each taxing entity annually a report including all of the properties transferred and will include any revenues collected. The report shall include expenses that were written off by each entity.