

INSTRUCTIONS AND PROCESS

This application is to be submitted by those looking to acquire Land Bank property owned by the Huntington Land Reuse Agency. Once completing all steps outlined in the application, the application may be submitted to Lauren Wheeler-Hollis, Program Manager Analyst for the City of Huntington.

This application will not be accepted with incomplete information or without the required signatures of personnel within the Planning and Zoning Office and the Finance Director, Kathy Burks.

Once received, your application will be given an agenda date to be heard by the Huntington Land Reuse Agency. Once an agenda date has been set, you will be notified within 2 weeks of the date and time of your meeting. During the meeting, a decision to accept, reject, or counteroffer will be made. The Land Reuse Agency meets quarterly (January, April, July, and October) on the third Thursday of the month at 2:00 p.m. in the Council Chambers of City Hall. If you have any questions regarding this application, please contact Lauren Wheeler-Hollis at the email address below or by calling 304-696-5540 extension 2091.

No advice may be given in regards to placing a bid. Bids are placed at the discretion of the applicant.

Please submit your completed application to one of the options below.

Email: hollisl@huntingtonwv.gov

Address: Planning and Development
 ATTN: Lauren Wheeler-Hollis
 P.O. Box 1659
 Huntington, WV 25717

Location: City Hall
 Department of Planning and Development
 Room L39



Visit our Planning and Zoning Office located on the first floor of City Hall to discuss your intended plans for the property and ensure they are in accordance with the City of Huntington's zoning laws. This application must have the signature of Planning and Zoning personnel before being eligible for submission.

Planning and Zoning may be contacted via email at planningdept@huntingtonwv.gov or by calling 304-696-5540 and selecting Option 3.

Comments:

Planning and Zoning Personnel Only

Planning and Zoning Personnel Signature

Date

Visit our Department of Finance located on the first floor of City Hall. This application must have the signature of our Finance Director before being eligible for submission demonstrating that the applicant does not currently owe fees to the City of Huntington.

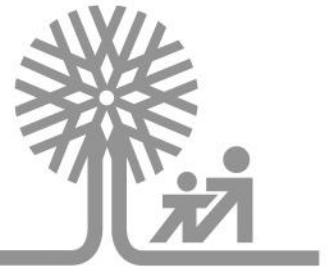
The Department of Finance may be contacted by calling 304-696-5540 extension 2324.

Comments:

Department of Finance Personnel Only

Finance Director, Kathy Burks

Date



Huntington Land Reuse Agency Land Bank Property Acquisition Application

Contact Information

Name:

Phone Number:

Email:

Physical Address:

Mailing Address:

Current Occupation and Employer:

Property Information

Property Address of Interest:

Opening Bid:

Source of Funding:

Detailed Plans for the Property (If more space is required, please use the additional sheet included.):



Please provide an estimate for total development costs and a potential timeline for development/renovation completion.

History Section

If you currently own property, please list addresses here:

If applicable, please state any past experience with property renovations:



Additional Questions

Are you up to date on your property taxes? If no, please briefly explain why and how much is owed.

Do you currently have any outstanding fees or liens with the City of Huntington?

Have you ever had property that has been heard or demolished by the City of Huntington's Unsafe Building Commission?

If yes, please provide a brief explanation of why the property(s) was heard and what the outcome was.

Do you currently have any property(s) on the City of Huntington's Vacant Building Registry? If so, please list.



Detailed Plans for the Property Continued