

## Requirements for Applicants

The applicant will meet following conditions prior to purchasing land bank property:

1. The applicant will not have any delinquent property taxes, City utilities, or City fines. For this purpose, payment plans with the City of Fort Scott or Bourbon County shall be considered delinquent.
2. The applicant must not have a history of Codes violations which is defined as 3 codes violations in 1 year or 5 violations in 3 years.
3. The applicant will not have a history of tax or mortgage foreclosures
4. The applicant for property development will also meeting the following qualifications:
  - a. Legal status of entity
  - b. Prior experience developing or managing housing
  - c. Financial health
  - d. Adequate plan for development

## Land Bank Disposition Procedures

- The FSLB reserves the right to set a minimum bid.
- The City staff will notify the Land Bank Trustees of Non-buildable and Buildable lots that have assessments for demolition and mowing for abatement.
- The FSLB will set the price for commercial/industrial zoned properties and properties with structures and will make determination of abatement for assessments for both.
- A confirmation letter will be mailed to applicants that submit applications to the City staff within 30 days of receipt. Please contact the City staff if you do not receive a confirmation letter for your application.

## Property Classification

Properties accepted by the FSLF will fit in the following classifications:

1. Properties with Structures
  - a. Properties can be sold "as-is" for fair market value
  - b. Properties with dilapidated structures requiring demolition
  - c. All properties must be vacant at time of transfer, the FSLB will not be a landlord
2. Vacant Buildable Lots
  - a. Property will be marketed for infill housing projects
  - b. Properties available for play areas, community gardens, or other temporary public use
  - c. Properties that may be for sale to adjacent landowners
3. Vacant non-buildable lots
  - a. Properties not meeting City Zoning requirements for developments
  - b. Priority given to sale to adjacent landowners
  - c. Property utilized for long-term play areas, community gardens, or other public use
4. Banked Properties (Future development)

**Please see the Land Bank Policies & Procedures Guide for additional information.**

# FORT SCOTT LAND BANK APPLICATION



## A) APPLICANT INFORMATION:

1. Applicant Name: \_\_\_\_\_

2. Address: \_\_\_\_\_  
\_\_\_\_\_

3. Telephone: \_\_\_\_\_

4. Email: \_\_\_\_\_

5. List properties owned in Bourbon County: \_\_\_\_\_  
\_\_\_\_\_

6. Spouse's name (if applicable): \_\_\_\_\_

7. Business or Corporation Name: \_\_\_\_\_

8. List any code violations on property owned by applicant in the last 3 years: \_\_\_\_\_  
\_\_\_\_\_

9. List any delinquent taxes, fees or licenses in Bourbon County: \_\_\_\_\_  
\_\_\_\_\_

# FORT SCOTT LAND BANK APPLICATION



## B) PROPOSED PURCHASE INFORMATION:

1. Address of Property: \_\_\_\_\_

2. Classification:

- Property with Structure
- Buildable Lot
- Nonbuildable Lot

3. Type of Proposed Ownership:

- Individual
- Business
- Non-Profit
- Other: \_\_\_\_\_

4. Proposed Use of Property:

- Construction/Rehabilitation of Residential Structure (*Go to Section C*)
- Parking, Garage, Home Addition, Storage or Other Use (*Go to Section C*)
- Yard Extension; No Construction (*Go to Section D*)

## C) PROJECT INFORMATION

1. Identify intended use: \_\_\_\_\_

2. Does intended use comply with current zoning? (Contact Codes Department) \_\_\_\_\_

3. Intended Project Timeline:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

4. Provide Supporting Documentation:

- Evidence of project financing, such as Letter of Credit or Bank Preapproval
- Floor Plan (including square footage), Front Elevation (indicating type and color of finished materials), and Site Plan (showing setbacks to property line)
- If Rehabilitation Project, attach Scope of Work

# FORT SCOTT LAND BANK APPLICATION



## D) NON-CONSTRUCTION USE:

1. Describe the intended use and attach drawings if they will aid in understanding proposed use:

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## E) ADDITIONAL COMMENTS AND/OR EXPLANATIONS:

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***Note: Incomplete application will not be considered and will be returned to the sender.***

As the applicant, I attest that the information in this proposal is accurate. I attest that I have read the Land Bank policy and agree to the terms and conditions of it. I understand that the Land Bank Board of Trustees reserves the right to reject any proposal without cause.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to City Hall, 123 S. Main St., Fort Scott, KS 66701

Or Email to Allyson Turvey, [aturvey@fscity.org](mailto:aturvey@fscity.org)