



City of Bisbee /TRANSFER OF CITY REAL PROPERTY CHECKLIST

76 Erie Street / Bisbee, AZ85603

Ph (520) 432-6000 / Fax (520) 432-6069 / [BisbeeAZ.gov](http://BisbeeAZ.gov)

TRANSFER OF CITY REAL PROPERTY CHECKLIST

SUBMITTAL REQUIREMENTS FOR ALL APPLICATIONS

- Completed application - a separate application is required for each request
Applicant's written explanation/justification for the application
Administrative fee of \$350.00; plus, any additional professional costs
Recording fees are due prior to recordation
Legal Description or survey of the property (A Survey is required if the sale is for a portion of an entire parcel.)
Appraisal of the property completed by a certified general appraiser licensed in Arizona.

ACKNOWLEDGMENT (Please Initial each)

- Approval of the application by the City Manager is no guarantee that the City Council will agree to the transfer of the property.
The Transfer of the property shall be by public auction, except as for any parcel or portion of a parcel, which has an appraised value of less than \$7,000, or the requested abandonment of unnecessary public streets and rights-of-way, the public action requirement may be waived by the City Council upon the finding of the following requirements:
The real property is subject to use and development restrictions imposed by the City's general plan, City zoning ordinances, City adopted building codes and other applicable City, state and federal laws.

ACKNOWLEDGMENT OF THE APPEAL PROCESS (Please Initial)

- The City Manager's denial of an application may be appealed to the City Council by Submitting a written notice of appeal to the City Clerk within five (5) working days of the City Manager's Decision.
The Notice of appeal shall state the factual basis for the appeal.
The appeal will be heard by the City Council within two (2) regular meetings following the receipt of the notice of appeal.
The decision by the City Council shall be the final decision.

The formal conveyance of any such property or interest in real property can only be authorized by Ordinance. The Council will schedule the adoption of any such Ordinance for final approval after the terms and conditions have been agreed to by the purchaser.

FOR OFFICIAL USE ONLY

Transfer of Property No. \_\_\_\_\_

Date Received \_\_\_\_\_



**APPLICATION FOR THE TRANSFER OF REAL CITY PROPERTY**

**Applicant's Name:**

**Mailing Address:**

**Phone #:**

**Cell Phone #:**

**Property Address(required):**

**Parcel # (APN)required):**

**DESCRIBE THE REASON / JUSTIFICATION FOR THIS REQUEST AND GIVE THE RELATIONSHIP OF THE SUBJECT PROPERTY TO ANY PROPERTY CURRENTLY OWNED BY THE APPLICANT:**

Multiple empty lines for text entry.

**Planning & Zoning Commission will consider the following:**

- o Whether the proposed transfer is in conformity with any adopted general plan, including the City's policies for open space;
- o Whether the subject property is suitable for development under the Zoning Regulations;
- o Whether the proposed transfer and any anticipated development is compatible with the existing usage and development of the surrounding area;
- o Whether the proposed transfer would impose a burden or hardship on an adjacent property owner or the public; and
- o Whether the subject property is or is not suitable for public sale and auction.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

**Transfer of Property No.** \_\_\_\_\_ **Date Received** \_\_\_\_\_

**Signature of Staff who received:** \_\_\_\_\_