

## PURA Application to Purchase Property

### General Instructions:

To purchase property owned by the Urban Renewal Authority of the City of Parkersburg (PURA), the following application should be submitted along with a non-refundable application fee of \$50. Checks should be made payable to the Urban Renewal Authority of the City of Parkersburg and submitted along with this application. If you have any questions, please contact the Development Department at 304.424.8519.

Please return your completed application, site plan (if applicable), and application fee to:

Attention: PURA  
Development Department  
City of Parkersburg  
One Government Square  
Parkersburg, WV 26102

### Background & Procedure:

The primary purpose for this application is to facilitate development/redevelopment projects in the City of Parkersburg. Persons interested in purchasing property owned by PURA, shall complete an application and submit to the Parkersburg Development Department for review. City staff has thirty (30) days to review a completed application and schedule a public hearing with PURA. Please note that a 30-day public notification period is required for all applications to purchase property. An application will not be processed until completed in its entirety.

When considering an application, the Board takes into account established policies, application criteria, the City's Comprehensive Plan and Future Land Use Map, demand for City services, and the potential public benefits received from the project. PURA also considers the financial and legal ability of the applicant to carry out their proposal. The Board can, at its discretion, reject or approve applications on a case-by-case basis. Meeting application criteria, policy guidelines and other criteria does not guarantee an application's approval. Furthermore, approval or denial of one project does not guarantee approval or denial of any other project.

### APPLICANT INFORMATION

Name of applicant:

Name of business or nonprofit organization  
(if applicable):

Physical address:

City:

State:

Zip Code:

Mailing address (if different):

City:

State:

Zip Code:

Daytime phone #:

Alternate phone #:

Email address:

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Do you own any other property in the City of Parkesburg?      YES      NO (circle answer)    If <b>yes</b> , complete information below, attach extra sheets as necessary.	
Please list address(s) below:	Please list type of use for each property (residential, commercial, industry, etc.) below:
Do you own property adjacent to the parcel(s) you want to purchase from PURA? (circle answer)    If <b>yes</b> , complete information below.      YES      NO	
Physical address: _____ Tax Map: _____      Parcel: _____ How long have you owned the property: _____ What is the current use: : _____	

PURA PARCEL INFORMATION	
Please provide the physical address, tax map and parcel number of the property you want to purchase. If more than one, please list here or on a separate sheet of paper and submit with application:	
Property address:	
Tax Map:	Parcel #:
Are you currently using the PURA parcel for any reason?      YES      NO (circle answer)    If <b>yes</b> , complete information below, attach extra sheets as necessary.	
What improvements have been made to the property (i.e. general maintenance, etc.)?	
<b>Estimated Fair Market Value and Proposed Purchase Price:</b>	

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<b>PLANNED USE OF THE PROPERTY (place an x on the all answers that apply)</b>		
Yard extension _____	Rehabilitation project _____	New construction _____
If you selected New Construction, will the parcel(s) owned by PURA be consolidated with any adjoining property? (circle answer) <span style="float: right;">YES      NO</span>		
If <b>yes</b> , Please provide receiving parcel information: Tax Map: _____ Parcel: _____		

<b>TYPE OF USE OF THE PROPERTY (place an x on the all answers that apply)</b>			
Residential _____	Commercial _____	Industrial _____	Other _____
For Other, please explain use in an attached sheet.			

<b>OWNERSHIP OF THE PROPERTY (place an x on the all answers that apply)</b>		
Occupy _____	Sell _____	Rent/Lease _____

<b>DESCRIPTION OF PROPOSED USE AND IMPROVEMENTS</b>
Provide a general description of the type of use and improvements to be undertaken with the acquisition of the PURA parcel. If applicable, describe how it would be integrated into the layout of your existing property, attach extra sheets as necessary.
If a new structure or expansion of structure(s) is proposed, please answer the following questions (where applicable). <b>Proceed to Applicant Background and Experience if yard extension request is requested.</b>
Approximate square feet:
Proposed number of units/office space:
Approximate height and type of building materials (block, brick, wood, vinyl, glass, metal, etc.):
Approximate number of (off-street) parking spaces:

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<b>APPLICANT BACKGROUND AND EXPERIENCE</b>
<p>Has the applicant developed other projects in the City of Parkersburg?    YES        NO (circle answer)    If <b>yes</b>, describe the project below, attach extra sheets as necessary.</p>
<p>Has the applicant purchased property from PURA in the past?    YES        NO (circle answer)    If <b>yes</b>, describe the project, attach extra sheets as necessary.</p>
<p>Is the applicant a named defendant or party of any litigation such as bankrupts, foreclosure, arbitration proceeding or have miscellaneous lawsuits pending or outstanding? (circle answer)</p> <p style="text-align: center;">YES        NO</p> <p>If <b>yes</b>, describe below, attach extra sheets as necessary.</p>
<p>Does the applicant have any judgments or claims against him/her that could impede the proposed improvement described above? (circle answer)</p> <p style="text-align: center;">YES        NO</p> <p>If <b>yes</b>, describe below, attach extra sheets as necessary.</p>
<p>Does the applicant have any outstanding Business and Occupation Taxes, City Fees, or any outstanding governmental fees similar? (circle answer)    YES        NO</p> <p>If <b>yes</b>, describe on the next page, attach extra sheets as necessary.</p>

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<b>PROJECT FINANCING</b>			
Please name all sources of funding for the proposed project and/or improvements to PURA property, attach extra sheets as necessary. Payment is due in full at time of closing.			
Source Type	Name of Source	Estimated Amount (\$)	Are Funds Committed? (Yes or No)
1. Applicant's Equity			
2. Bank Financing			
3.			
4.			
<b>TOTAL SOURCES OF FUNDING:</b>			

Please provide approximate costs of items below, attach extra sheets as necessary.		
Uses	Estimated Amount (\$)	Estimated Source
1. Property Acquisition		
2. Site Preparation		
3. Hard Construction Costs		
4. Design Costs		
5. Financing Costs		
<b>TOTAL APPROXIMATE COSTS FOR IMPROVEMENT OR PROJECT:</b>		

The information provided in this application is true to the best of my knowledge. I understand that this application does not commit PURA to any action.

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

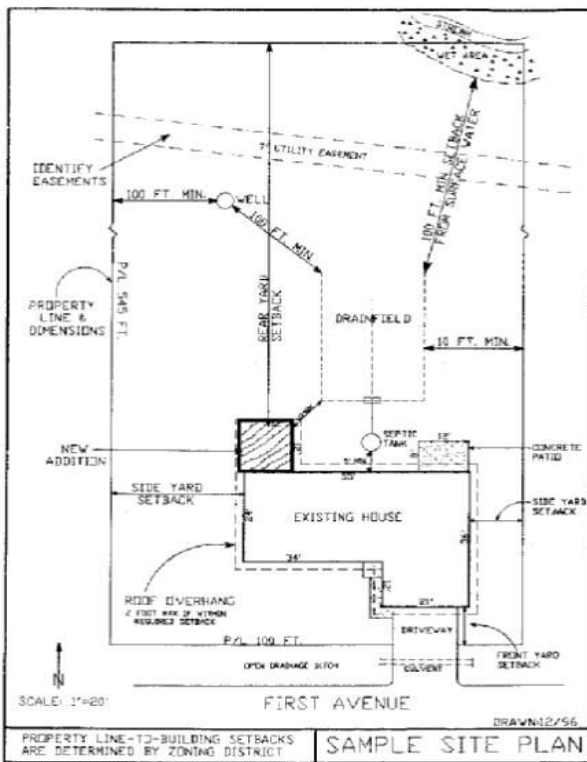
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## SITE PLAN ATTACHMENT

Please complete the following form and provide a simple site plan showing the improvements you propose to make if you are approved to purchase a property from PURA. Make sure your site plan includes the following; lot lines, tax map, parcel numbers, north arrow, scale, and where applicable, any existing buildings, parking, driveways and landscaping. Please also be sure to show any proposed improvements and be descriptive with labels. Depending on the project, a professional site plan may be requested by PURA.

Name of applicant:
Site address:
Phone number:

Draw your plan on a separate sheet of paper and attach to this application. Initial Site Plans may be no larger than 11" x 17" to allow for copying requirements. An example of an acceptable site plan is located below:



If you have any questions about the application process or the site plan, please contact the Development Department at 304.424.8519.

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Development Department  
City of Parkersburg  
One Government Square  
Parkersburg, WV 26102

Note: There is a non-refundable application fee of \$50.