

City of Hagerstown
Department of Community & Economic Development
14 North Potomac Street Suite 200A
Hagerstown, 21740



Competitive Negotiated Sale (CNS) of City Owned Property

PROGRAM OVERVIEW

The Competitive Negotiated Sale is a process that facilitates the sale of City-owned properties. The City of Hagerstown makes real estate available for purchase and redevelopment. The Department of Community and Economic Development (DCED) coordinates the process and accepts purchase applications. The Mayor and City Council identify properties to be offered for sale and ultimately approve any development concept and purchase.

Who Is Eligible To Purchase City Property through the Competitive Negotiated Sale Process?

Any entity or individual may qualify to purchase City property through this process except that some restrictions may apply to City of Hagerstown employees. The purchaser must be able to demonstrate the financial ability and experience necessary to complete the purchase, any proposed development plan and /or the operation and proper maintenance of the property.

What Financial Incentives Are Available?

Redevelopment projects that will create visible change and provide tangible public benefits may be eligible for various forms of financial assistance, such as facade grants. Eligibility for most financial assistance programs requires a property location in a designated redevelopment area. For more information on the various assistance programs administered by DCED, visit the department's webpage at www.hagerstownmd.org

Application and Approval Process

Applicants must submit a completed CNS application form, along with any and all required supporting documents, to DCED. A staff committee will review all complete application submittals and recommend certain applications to be presented to the Mayor and City Council. Competitive proposals are accepted on an ongoing basis. Application reviews occur the first week of each month. In order to be considered in a timely fashion, please submit a completed application before the end of the month. If a concept is approved by the Mayor and City Council, staff will be authorized to negotiate a Purchase Agreement consistent with the terms of the application.

Application for Purchase of City-Owned Property

Please return the completed application and supporting documentation to:

City of Hagerstown
Department of Community and Economic Development
14 N. Potomac Street, Suite 200A
Hagerstown, MD 21740

I. Information

1. This is a proposed: Purchase Purchase and Redevelopment
 - a. If redevelopment, the project name: _____
2. Provide the street address of the property to be purchased below:

3. Current Use of Property: Vacant Land Improved with Building

II. Applicant Information

4. Name of Applicant: _____
5. Business Name: _____
6. Business Address: _____
7. Phone Number: _____ Fax Number: _____
8. Email Address: _____
9. Type Of Business: Individual Sole Proprietorship Nonprofit Corporation
 For-Profit Corporation Partnership LLC
10. Name, address and phone numbers of other persons or entities having an ownership in the applicant business entity:

11. Provide a description of your real estate development or related business experience. Attach additional sheets if necessary:

III. Purchase and Redevelopment Proposal

12. Do you own or control an adjacent property? If so, identify the property by address, describe your interest and describe its current use:

13. Type of Redevelopment Proposed: Commercial/Retail Multi-Family Residential
 Single Family/Townhouse Industrial Institutional/Nonprofit
 Accessory Parking/Open Mixed Use Other _____

14. Project narrative: Write a brief description of the project. Be as specific as possible about the project budget, timing, scope of work, intended end users of the property, type of construction and financing. If you own an adjacent property, describe how the City parcel will enhance the overall project. Attach additional sheets if necessary.

15. Provide sources, project budget and and uses of funds.

16. Proposed Purchase Price: \$_____

17. If you have copies of site plans or concept drawings, please attach them.

18. Job Retention/Creation: List projected number of part time and full time jobs at the project after completion if applicable.

	<u>Jobs Retained</u>	<u>Jobs Created</u>	<u>Total Jobs</u>
<u>Full Time</u>	_____	_____	_____
<u>Part Time</u>	_____	_____	_____

19. Identify any public benefits, if any, to be created by the project:

20. Please attach construction pro-forma, project budget and revenue projections if available.

IV. Signature

I, the undersigned, affirm that the project descriptions, numerical and financial estimates, and all other information I have provided in this application are true and complete to the best of my knowledge. I have read and understood the requirements described in the overview and application. Furthermore, I certify that I am authorized to initiate the application process on behalf of the project described.

I understand that I must demonstrate to the satisfaction of the department the ability of the purchasing entity to complete the proposed project. I understand that all documents submitted on behalf of this application become the property of the City of Hagerstown and may be subject to inspection and copying pursuant to the Public Information Act.

Signed: _____ Date: _____



Confidential Information Form

Please be advised that documents submitted to the City of Hagerstown are considered public records. As such, they are subject to the dictates of Maryland’s Public Information Act, which permits inspection and copying of most public records in an effort to ensure open and fair governance within the State. However, certain records are affirmatively protected from disclosure by specific exceptions found in the Act. Among other categories, these exceptions include personal identification information of individuals, trade secrets, and confidential commercial or financial information.

If you believe information contained in the documents or other materials submitted to the City of Hagerstown are confidential based upon these or other exceptions contained in the Act, please identify the sections of the document which contain confidential information by listing the document section below:

	<u>Section</u>	<u>Reason for Confidentiality</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

The determination of whether the above information falls within an exception to disclosure contained in the Act will be made by City staff in consultation with its legal advisors. You will be informed of any determination made in this regard. You can be assured that the City of Hagerstown will comply with the requirements of the Act, and will maintain all appropriately confidential material in strict confidence to the extent permitted by law.

Applicant Print: _____ Date: _____

Applicant Signature: _____

Staff Signature: _____