Sale of Fee-Owned Land
(194 Days)

Notes:
1. **All times are approximate and based upon the submittal documents being error-free.**
2. **Allow time for City Council approval, including delay or tag.**
3. **Applicant is advised to submit survey for approval with application.**
4. **Demolition Permits may be issued at any time.**
5. **For more information, click here: JRC Best Practice Tips**

Applicant
Submits complete application package to PWE-RE during Joint Referral Committee (JRC) Intake

2 Days

Public Works–Real Estate Branch (PWE-RE)
Routes application package to Joint Referral Committee Members

10 Days

Joint Referral Committee (JRC)
Reviews Request
- Application denied and Applicant notified - File Closed
- Approved as submitted or with conditions* and/or modifications

* If required a 30-day public sign posting is ordered

7 Days

Public Works–Real Estate Branch (PWE-RE)
- Prepares Contact Letter to Applicant
- Prepares and forwards Council Member Presentation

* If a 30-day public sign posting is required then it must be completed before this step

10 Days

Applicant
Returns signed Acknowledgment and Acceptance Statement to PWE-RE
- Applicant does not agree to requirements----File Closed
- Applicant agrees to requirements

15 Days

Public Works–Real Estate Branch (PWE-RE)
Recieves Mylar survey and field notes from applicant and submits them to the Survey Section for approval.

1 Day

Survey Section
Approves Mylar survey and field notes

21 Days

PWE-RE Appraisal Section
Appraisal reports ordered, received, and reviewed

42 Days

Public Works–Real Estate Branch (PWE-RE)
Offer letter sent to Applicant

15 Days

Applicant
Submits acceptance letter, balance of consideration, and any other required documents.
- Applicant does not accept offer requirements---File Closed.

* Site work, utility, and foundation permits may be issued, provided the applicant has an approved plat (if required), and approved Plan/Profile Drawings.

5 Days

Public Works–Real Estate Branch (PWE-RE)
Requests Legal Department to prepare closing documents and ordinance

21 Days

Legal Department
Prepares and sends the closing documents to PWE-RE

3 Days

Public Works–Real Estate Branch (PWE-RE)
Sends conveyance deed to Applicant for signature, if applicable

7 Days

Applicant
Returns signed conveyance deed to PWE-RE, if applicable

21 Days

Public Works–Real Estate Branch (PWE-RE)
- Forwards recommendation for Council Action (RCA) Ordinance for placement on City Council Agenda
- City Council passes Ordinance and PWE-RE records conveyance deed, if applicable

14 Days

Applicant
- Receives certified Ordinance from PWE-RE and records it in the County Records
- Receives copy of recorded conveyance deed, if applicable
- Provides certified copy of recorded ordinance to PWE-RE

Transaction complete

(194 Days)