CONDITIONS FOR SALE OF REPOSITORY PROPERTIES

LOCATED IN THE CITY OF CHESTER

1. The proposed purchaser must complete an application with a minimum bid price of $1,000 per the folio number. A certified check is to be made out to the Delaware County Tax Claim Bureau.

2. The Individual applicants must provide a $100.00 non-refundable administrative fee per folio number. Corporations must provide a $200.00 non-refundable administrative fee per folio number. (A Corporation must submit Articles of Incorporation with the application). For the fees', certified checks are to be made out to the City of Chester.

3. If there is a structure on the property, a Pre-Sale Inspections application would need to be submitted, along with a $100 fee for 3 units, any additional units will be $25 each. The certified check to be made out to the City of Chester.

4. The applicant must describe the proposed reuse, a budget, a description of funding or other financing/grants, and any supporting documentation such as plans or drawings. The purchaser is to list any experience with similar projects.

5. The application, renovation, development or redevelopment plan and verification must be sent to the City's Treasurer Office, for the administration of the approval process prior to any sale.

6. The parcel must meet minimum size requirements per the applicable zoning district. Consideration is given to projects that intend to consolidate one or more lots to meet minimum lot size.

7. Contiguous Ground Parcels may be purchased for development. A Subdivision plan with drawing is to be submitted. If a parcel is effectively a side yard, priority will be given to the adjacent property owner; If both adjacent owners apply, the owner-occupant will get priority, and then to first application received. Side yards do not have to meet minimum size requirements but may need to be consolidated with adjacent parcel if it is to be fenced. (Per Zoning Ordinance)

8. All purchasers must be up to date on County, City and School taxes and other fees. A purchaser cannot have any outstanding Code violations.

9. If purchasing in the name of a corporation, incorporation documentation must be provided, as well as contact information.

10. Once the City of Chester approves the sale, the application package will be sent to the County, who will advise the purchaser of the next steps.

11. All certified checks are to be presented to the City of Chester. If the application is not approved, the bid amount of $1000 for the folio number and the pre-sale inspection fee of $200, will be refunded.

Application Process for the City.

1. CEDA/CRA will be given right of first refusal on purchasing as already permitted.

2. City Planning will review proposed reuse and minimum lot size in accordance with Zoning Ordinance.

3. The City of Chester Tax Office will confirm purchaser is current with County, City and School taxes.

4. L&I will confirm purchaser has no outstanding Code violations on other properties, and Pre-sales application, fee and inspection are set-up.

5. The application will be routed to the various department listed above and returned to the City's Treasurer's office for verification and sign-offs from the departments if the said parcel is cleared for acquisition from the proposed buyer of the repository property.

6. The approved application will be sent to the Delaware County Tax Bureau, for final steps in recording the deed.

Please present the Repository Bid Application/Affidavit to the Assessor's office in the City of Chester with all fees.

City of Chester
Assessor's Office Rm 111
1 Fourth St
Chester Pa 19013
610.447-7700 ext. 7904