



Living up to our name

**CITY OF SUPERIOR**  
**PROCEDURES FOR SALE OF CITY-OWNED LAND**

1. All interested parties obtain and review a “Request to Purchase” form from the Department of Planning and Development, 1316 North 14<sup>th</sup> Street, Suite 210 on the second floor of the Government Center.
2. The completed application "Request to Purchase" form is submitted to the Department of Planning and Development, along with a \$200 processing fee.
3. The Department of Planning and Development duplicates the completed form and map of property to be purchased, and distributes them to the Assessor's Office, the Department of Public Works and Parks & Recreation for their review and comment.
4. The Department of Planning and Development sends the application and map to the City Clerk's office to be put on the agenda of the next regular meeting of the Common Council.
5. The Department of Planning and Development makes its recommendations to the Council which determines whether to sell the property and at what price to the advertise it.
6. The Department of Planning and Development prepares the Class Three Notice of this City-owned land for sale and sends it to The Superior Telegram. The Department also notifies any parties known to be interested in the property.
7. The bids are received in the Department of Planning and Development and a report is made to the Council at their next regular meeting. Bid proposals shall include the following:
  - a. Intended use of the subject property and a timetable for development if applicable.
  - b. Bid deposit in the form of a personal check, cashiers check or money order equal to 10% of the proposed purchase price.
8. The Council accepts or rejects the offer at their regular Common Council Meeting. The Council reserves the right to accept or reject any or all offers. All bid deposits from those offers so rejected will be returned.
9. The Department of Planning and Development notifies the successful bidder. In the event said bidder does not purchase the property, their bid deposit is forfeited. All other bid deposits are returned.
10. Once a property is advertised, it may be sold within twelve months thereafter upon review of the Department of Planning and Development and approval by the Common Council at its next regular meeting. The person is required to fill out an application, pay a \$200 application fee, and submit a 10% bid deposit.
11. The City Attorney draws up the deed, the transfer return, closes on the property, records the deed with Douglas County, and sends the proceeds of the sale to the Finance Department.