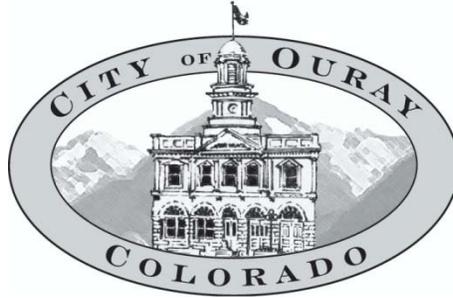


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Sale of City Real Property Policy

Purpose:

The City may receive requests from citizens or organizations to purchase City real property. City property belongs to all the citizens of Ouray, thus, the City Council must look at current as well as possible future uses of the property. Likewise, if the City Council is inclined to sell the property, the City Council has the responsibility to maximize the return on the public's asset.

This policy seeks to provide the information necessary for the City Council to consider any request on a case by case basis. The policy also specifies the documents and information that are required, which may be taken into consideration by the City Council. Additional information may be requested by the City Council beyond what is documented within this policy. In addition, the City has a fixed encroachment permit that may be utilized by the City as an option instead of the sale of real property.

Process:

If a citizen or organization wishes to purchase City property, the following items must be submitted to the City as part of a request:

- A letter from the requesting party specifying the request, including a detailed description of the property, the current use by the City, and the anticipated use by the requesting party.
- A detailed survey of the property including all dimensions, showing any structures or significant landmarks that are located on the property, and showing any lots or property that the City property will be incorporated into.
- When appropriate, and when required by City staff, an official appraisal of the property (this may not be feasible with all properties).

Once the above information is received, the City staff will review the information to determine if all requirements are met, as well as to establish a value of the property by working with the County Assessor's office to determine a per square foot value of the property. The City staff will also need to determine if statutory requirements apply for publication of notice of the disposition of public property.

The City staff will notify the requesting party within fifteen (15) business days of receipt of the information whether all the requirements of this policy are met, the determined value of the property through the County Assessor's office, and when the request will be presented to the City Council at a regularly scheduled meeting.

The request will be presented to the City Council with all of the above mentioned information. City Council will take this into consideration and may request additional information before making a final determination. The City Council will also consider if a fixed encroachment permit would be more appropriate.

Upon final decision of the City Council, a letter will be sent to the requesting party outlining the City Council's final decision. If the City Council approves the sale of the real property, this will be scheduled at a future City Council meeting and may require an amended plat or replat of an existing parcel or lot to reflect the acquisition of the real property.