



City of Highland Park – Offer to Purchase Application

PURCHASER(S) INFORMATION			
Purchaser (Check One):	<input type="checkbox"/> Resident <input type="checkbox"/> For Profit Organization <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Non-Resident <input type="checkbox"/> Developer		
Applicant's Name:		Driver's License Number:	
Applicant's Name		Driver's License Number:	
Address:		City, State, Zip Code:	
Telephone Number:		Alternate Phone Number:	
Email Address:			
Doing Business As:			
Doing Business As Address:			
Website:			

PROPERTY INFORMATION	
Property Address:	
Parcel Number:	
Type of Property (Please Check One)	
<input type="checkbox"/> Residential vacant side lot adjacent to the property I own	
<input type="checkbox"/> Residential vacant lot	
<input type="checkbox"/> Commercial vacant lot	
<input type="checkbox"/> Commercial structure that I intend to demolish	
<input type="checkbox"/> Commercial structure that I intend to rehabilitate to code	
Please answer the following questions.	
1. Describe in detail your intended use of the lot or structure. (Please attach a separate sheet if necessary):	
Only answer questions 2 – 4 if you are purchasing a commercial lot or structure.	
2. Current zoning classification of the lot or structure?	
3. Does the current zoning classification allow for the intended use?	
4. Does the intended use require a zoning variance?	

By signing this application, I hereby attest that I have read and understood the information provided to me regarding the Offer to Purchase Program.

APPLICANT(S) SIGNATURE(S)		
Purchaser One Signature	Printed Name	Date
Purchaser One Signature	Printed Name	Date

City of Highland Park
Community Economic Development
12050 Woodward Avenue
Highland Park, MI 48203



Contact Information
cclyburn@highlandparkmi.gov
(313) 252-0050

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OFFICIAL USE ONLY

Received By: _____
Approved By: _____
Denied By: _____
Reason for Denial: _____
Date Notification Sent to Prospective Purchaser: _____

WATER DEPARTMENT CERTIFICATION

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for water assessments or other property maintenance charges.

Comments: _____

Signature: _____ Printed Name: _____ Date: _____

TAX & ASSESSMENT CERTIFICATION

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for property taxes, personal property taxes, other property maintenance charges

Comments: _____

Signature: _____ Printed Name: _____ Date: _____

LEGAL DEPARTMENT CERTIFICATION

Comments: By way of a database search, the applicant, as listed above, does not currently owe monies to the City of Highland Park for any legal fees, claims, or other property maintenance charges.

Comments: _____

Signature: _____ Printed Name: _____ Date: _____

COMMUNITY & ECONOMIC DEVELOPMENT CERTIFICATION

Comments: By way of database search, the applicant, as listed above, does not currently owe monies to the City of Highland Park for property maintenance charges or unpaid blight bills and has no code violations within the past 18 months.

Comments: _____

Signature: _____ Printed Name: _____ Date: _____

CITY COUNCIL REVIEW

Decision: ☐ APPROVED ☐ DENIED

Council Resolution Date: _____

City Clerk's Signature: _____ Date: _____

Applicant(s):
OTP Address:
Purchase Price:



City of Highland Park – Offer to Purchase Agreement

This Offer to Purchase Agreement ("Agreement") is entered into between the City of Highland Park ("City") and the undersigned Purchaser ("Purchaser"). By signing this Agreement, the Purchaser acknowledges and agrees to comply with the following terms and conditions:

- **Property Maintenance**
The Purchaser must maintain the vacant lot in accordance with city ordinances.
- **Securing and Maintaining the Lot**
The Purchaser must secure the vacant lot, remove debris, and maintain the land within 14 days after closing. (Weather permitting)
- **Tax and Water Bill Obligations**
The Purchaser must remain current on annual property taxes and water bills after purchase.
- **Intended Use Compliance**
The Purchaser agrees to comply with the intended use of the lot or structure as detailed in the Offer to Purchase Application. If the Purchaser intends to change the usage, they must provide written notice and obtain sign-off from the Community and Economic Development Department before proceeding with any changes.

All properties are sold "As-is" "Where-is" And "How-is". The City of Highland Park makes no warranties or guarantees as to the condition of the title except they are free and clear of liens which may exist in favor of the City of Highland Park.

By signing below, the Purchaser acknowledges and agrees to abide by the terms and conditions set forth in this Agreement.

Purchaser Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

Date: _____

City of Highland Park Representative:

Name: _____

Title: _____

Signature: _____

Date: _____



City of Highland Park – Offer to Purchase Developer Intake Form

(If you need additional space, please attach the response on a separate sheet of paper. Include section)

Developer/Company Name: _____

Contact Person: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____ Website: _____

PROJECT PROFILE

Project Name: _____ Project Location: _____

Current Zoning: _____ Will the site need rezoning: _____ Yes _____ No

If yes, what is the proposed zoning?: _____

Project Sponsor(s)/Partner(s):

Name/Organization: _____

Address: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____ Website: _____

Type of Project: ☐ Residential ☐ Commercial ☐ Industrial

Project Description: Example- Developer seeks to construct 35 single-family detached homes.

Projected Market:

Commercial: Office space, retail, industrial Residential: Tax Credit, Affordable, Market rate.

Number of Units: _____ Type of Units (For Sale, Rental, and Mix-Use): _____

Projected Total: _____

Development Costs: _____

Project Financing Preliminary Commitment(s): _____



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Proposed Project Start Date: _____

Phases (How many project phases will be required, please outline): _____

Project Completion: When will the project be completed? _____

Environmental Concerns: Are there any known environmental concerns? Has there been a phase 1 or phase 2 investigation? If so, list below. _____

Support from the City: What action are you currently, or anticipating, requesting from the City of Highland Park? Please be specific. _____

Please include at least two (2) sets of preliminary site plans; including Proforma and renderings/sketches/concept, elevations, and floor plans; as applicable.

DEVELOPER PROFILE

Please include on a separate sheet or submit a Company/Organization/Developer Resume/Portfolio answering the following questions.

1. Applicant Profile
 - a. Background
 - b. Experience
2. Do you have experience successfully completing similar projects? If yes, please provide a brief description and supporting documentation.

DEVELOPER AFFILIATIONS

Have you previously submitted any proposals or correspondence to any city officials regarding this project?
____ Yes ____ No

To whom: _____

When: _____

Does any officer, official, or employee of the City of Highland Park have any personal interest in the Developer or the proposed project? _____ Yes _____ No

If yes, please explain: _____

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Has the Developer or any corporation, organization, or party affiliated with the Developer been adjudged bankrupt within the past five (5) years? _____ Yes _____ No

If yes, please list relevant details: _____

I certify that neither I nor any of my affiliates possess any indebtedness to the City of Highland Park.

Signature

Date

Sworn to and subscribed before me this _____ day of _____, 20_____

Notary Public seal and signature