



**PLANNING AND DEVELOPMENT DEPARTMENT**  
**PROPERTY DISPOSITION AD-HOC COMMITTEE POLICY REPORT**

**Prepared For:**

Interim City Manager, Janet Keller  
City Council

**Prepared By:**

Shae Strait, M. Arch, Director of Planning and Development  
Brian Stewart, Vacant Building Program Manager  
Priscilla Hamilton, Finance Director  
Gia Deasy, Council District 6 Elected Council Member  
Nathan McVicker, Wesbanco Senior Vice President Commercial Banking

**Date:**

04/19/2024

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## **Introduction**

The City of Fairmont per capita operates one of the most successful and robust demolition programs in the state of West Virginia. The City has demolished one-hundred and twenty-seven (127) structures from 2017 through 2023, averaging eighteen (18) structures per year. Some of those structures were dangerous commercial buildings, such as those along Pennsylvania Avenue. Not all of these properties are purchased by the City of Fairmont during these efforts to remove dangerous structures. For the properties acquired by the City of Fairmont, a patchwork of policies and leadership decisions have been put into place to handle the disposition of excess property after removal of blight has occurred. As such, it was requested by City Council that a committee be formed to review and discuss the matter to ensure the City of Fairmont is successful in its effort to acquire property, remove blight, and then put property back into productive reuse typically through the sale of that property to various stakeholders.

An Ad-Hoc Committee consisting of Finance Director, Vacant Building Program Manager, Director of Planning and Development, a City Councilmember, and a member of the local banking community met and discussed the City's desire to sell property, both vacant and improved, with the intent of making that process efficient, fair, and transparent.

This report reviews the findings and recommendations of the ad-hoc committee to ensure the best policies are considered by City Council and City staff.

## **Summary**

The City of Fairmont has demonstrated moderate success in the acquisition, demolition, and sale of property through its demolition program. One in five properties have been bought, cleared of blight, and sold. One in five properties that remain in ownership of the City are unsellable by the City directly. A portion of land is recommended to be held for potential larger future development projects in areas that have experienced substantial socio-economic distress. This creates a list of forty-four (44) properties which can be directly sold by the City if those parcels are authorized for sale by City Council via ordinance.

The ad-hoc committee recommends for city staff to implement a formal application for those interested in purchasing property from the City, ensure all properties intended to be sold are authorized via ordinance for sale by the City, to create an online map of available properties, to create an online application process, note which properties require a special process to be transferred due to their assessed value, have all applications reviewed by the relevant departments and sales approved by the City Manager, and to transfer, as needed, any property valued at or over \$15,000 to the City of Fairmont Building Commission.

Please see the remainder of the report for the process, information used to make this determination, and attachments of maps, data, and forms from the committee.

## **Current Policy and Process**

Interested parties may contact the Vacant Building Program Manager to inquire about available properties. The Vacant Building Program Manager then shares information with them on the property. The sale price is set by the City Manager. The current rate is to sell vacant lots at 15% the cost of the demolition and 25% of the assessed value.

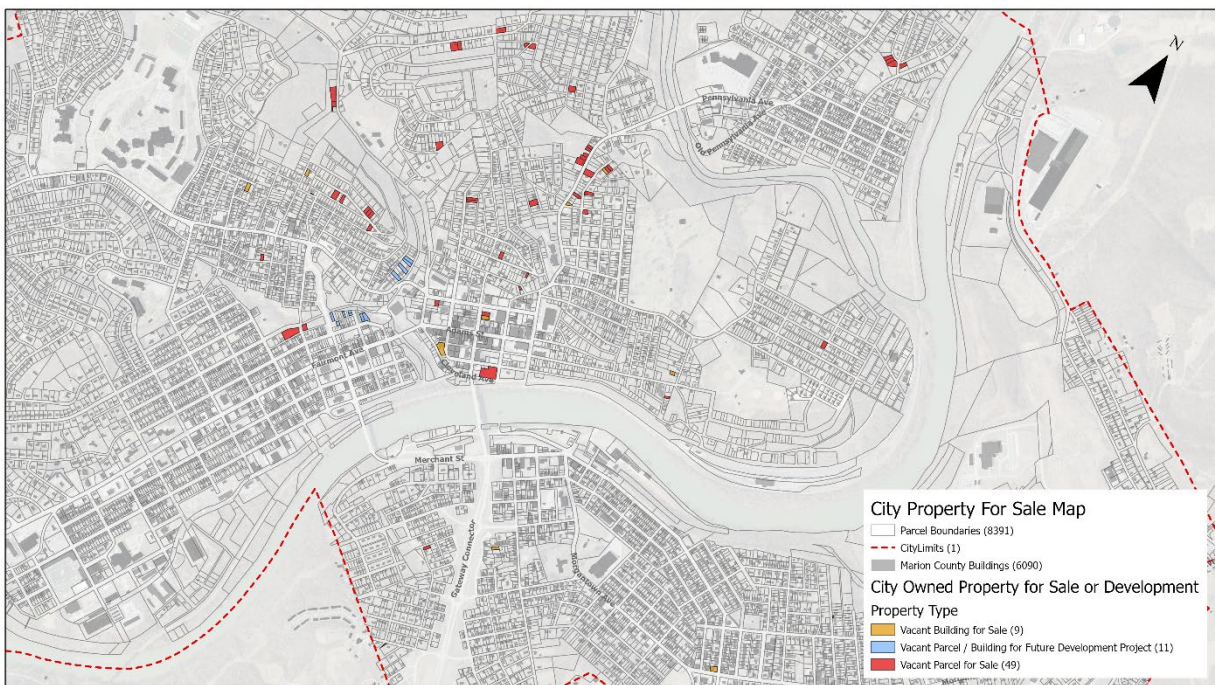
This recommended sales price does not circumvent the current Home Rule law that only permits for properties to be directly sold if the value is less than \$15,000 since the \$15,000 value is based upon the market value and not the formula or sale price set by the City Manager mentioned above.

All of the properties sold in the past several years have been done so using this process.

### Data Review

The Ad-Hoc Committee reviewed all data on the properties pertinent to the demolition program to ensure the committee had a strong understanding of the current situation. Some new properties have been acquired by the city since it's last committee meeting, but the ratios of the types of properties has remained largely the same, changing by only 1%. As of this report, the current breakdown of property owned by the city as part of its demolition and redevelopment is as follows:

- There are a total of sixty-nine (69) properties in the inventory
  - Forty-nine (49) properties are vacant lots recommended for sale
  - Eleven (11) properties are not recommended for sale and are being held for future development project opportunities. Two (2) of these still have single-family homes that are awaiting demolition on Walnut Ave.
  - Nine (9) of the properties are buildings recommended for sale, to include 6 residential buildings scheduled for demolition, and the other three (3) are large commercial buildings (Masonic Temple, Monroe Street Fire Station, former East Side Fire Station).
- Of the sixty-nine (69) total properties in the inventory, fourteen (14) of those properties (20% of total inventory; vacant lots and buildings) recommended to be sold are valued at equal to or higher than \$15,000 limit available to the City through it's Home Rule law and cannot be sold directly by the City.



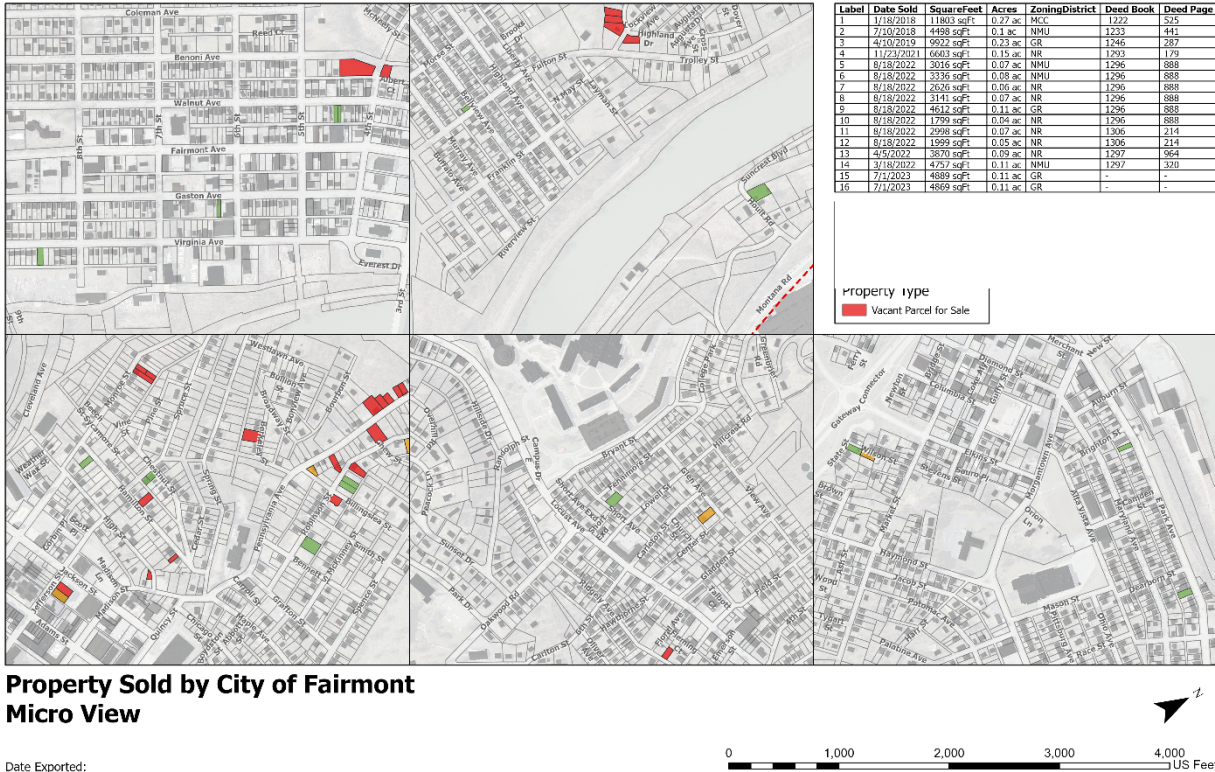
## Vacant Lots and Buildings for Potentially Sale by City of Fairmont

Date Exported:

0 1,000 2,000 3,000 4,000  
US Feet

Prior to this report, sixteen (16) properties were sold by the City of Fairmont. Six (6) of those properties were to A1 General Contracting to construct new neighborhood housing. None of those projects have broken ground. Two (2) of those parcels were to Mon Valley Habitat for Humanity which has started construction on three (3) new homes after having purchased a third lot from the Fairmont Community Development Partnership.

This puts the purchased, demolished, and sold property ratio at 20% prior to any change in policy.



### Establishing Goals

The Ad-Hoc Committee met several times over the late summer and fall of 2023. During those meetings, the committee determined the following to be their goals of any policy changes based on category of stakeholder:

- **City**
  - Transparent Process
  - Efficient / Timely Process
  - Clear Standards for Approval / Denial of Purchase Offers / Purchasers
  - Determine Highest and Best Use
  - Establish Control of Sale Price
  - How to Sell Properties Valued Greater than \$15,000
  - Application
  - Control Over the Decisions
- **Community**
  - Meaningful Reuse
  - Efficient Removal of Blight
  - Adjacent Owner Offers
  - Reduce Future Code Enforcement Issues
  - Zoning / Comprehensive Plan Compliance
- **Developers**
  - Prioritizing CHODO's / Housing Non-profits
  - Accountability / Time Limit
  - Incentive for Developers
  - Affordable Purchases for Developers
  - Ability to Sell Buildings
  - Ability to do Multiple Parcels Simultaneously
  - Preferred Developers List

## Disposition Method Assessment

The committee set out to identify the best process(es) and format of the application to meet these goals.

For process(es), the committee considered the following and rated each based upon how each of these options would meet the goals listed above:

- Existing State Law for Municipality Property Disposition
- Fairmont Homerule Law
- Fairmont Building Commission
- Land Reuse Agency
- Quasi-government Agency / Partner Organization

To the right is a chart comparing these five options.

## Application

Regardless of which disposition method is used, the committee also created an application which can be used to help assess requests to purchase.

The application is broken down into several sections.

First page will be a cover sheet going over the entire process to those wishing to apply.

1. Cover Sheet giving an overview of the process (not yet created)
2. Applicant information
3. Property information
4. Purchaser property ownership history
5. Intended use and impacts
6. Offer amount
7. Confirmation and signature of applicant
8. Planning and Development Review
9. Finance Department Review
10. Utility Department Review
11. Building Inspections and Code Enforcement Review

Goals and Disposition Method / Entity	Legend					
	Yes	●				
	Maybe	○				
	No	X				
	Existing State Law for Direct Property Sale	Fairmont Homerule Law	Building Commission	Urban Renewal Authority	Land Reuse Agency	Partner Quasi-Government Organization (Chamber of Commerce, MRDC, etc)
<b>City Goals</b>						
Transparent Process	○	○	●	●	●	○
Public Hearing on Sale / Minutes	○	○	●	●	●	X
Efficient / Timely	●	●	○	●	●	○
Clear Standards for Approval / Denial of Purchase Offers / Purchaser	○	○	●	●	●	X
Determine Highest and Best Reuse	○	○	●	●	●	X
Zoning Memo on Reuse	○	○	●	●	●	○
Development Concerns / Barriers	○	○	●	●	●	○
Control of Sale Price	X	○	○	○	●	X
Selling Properties Appraised > \$15,000	X	X	●	●	●	●
Application	●	●	●	●	●	X
Control Over the Decisions	●	●	●	●	●	X
<b>Community</b>						
Meaningful Reuse	○	○	●	●	●	○
Efficient Removal of Blight	●	●	○	●	●	○
Adjacent Owner Offers	●	●	●	●	●	○
Reduce Future Code Enforcement Issues	●	●	○	●	●	○
Zoning District / Comp Plan Compliance	○	○	●	●	●	○
<b>Developers</b>						
Prioritizing CHODO's / Housing Non-profits	X	○	●	X	●	○
Donation Rates	X	○	○	X	●	●
Accountability / Time Limit	○	○	●	○	●	X
Incentives for Developers	○	○	○	X	●	○
Affordable Purchases for Developers	○	○	○	X	●	○
Ability to Sell Buildings	X	X	●	○	●	●
Ability to do Multiple Parcels Simultaneously	●	●	●	●	●	●
Sell Adjoining Parcels	●	●	●	●	●	●
Preferred Developers List	○	○	○	X	●	X
<b>Technical Pros</b>						
Intended Purpose to Buy and Sell Land	○	●	○	●	●	○
Intended Purpose to Manage Blight	●	●	X	●	●	X
Right-of-First-Refusal at Fall Tax Sale	X	X	X	●	●	X
Can Operate Across Entire Municipality	●	●	●	X	●	●
Can do Eminent Domain	●	●	●	●	X	X
Five Years Tax Exempt Leasing	X	X	○	X	●	X
<b>Technical Cons</b>						
Require Budget Admendments	X	X	●	●	●	X
Can Only Operate in Designated Areas	X	X	X	●	X	X
Requires Redevelopment Plans	X	X	X	●	X	X

The application should catch all basic information necessary and be easy to adjust as a final policy is adopted or if the policy changes in the future.

### **Conclusion**

The Property Disposition Ad-Hoc committee discussed much of this information at length. Some references will be attached to this report such as the draft application. More information is available in the Planning and Development Department and will be made available upon request.

From this information and the meetings, it is the opinion of the committee that a number of options are available which can be considered now or in the future. The current recommendation is to:

- Create a clear application process with publicly available information
  - Adopt an application
  - Create an online map of available property
  - Create an online application process to make it easier for stakeholders to request to buy available property
  - Note if the properties are valued at or over \$15,000 / require to be sold via the Building Commission or other means
- Applications will be reviewed monthly or as scheduled by the reviewers
- Reviewers shall be representatives of the Planning and Development, Finance, Building Inspections, and Utility Departments with final decision resting on the City Manager based upon those departments' recommendation
  - If there are equally competitive / community beneficial offers in at the same time on a parcel, City Manager and staff may work with the potential purchasers to come to a resolution or highest and best offer
- Properties valued at \$15,000 or more should be transferred to the City of Fairmont Building Commission for sale, as needed and when requested.
- Authorize all properties proposed for sale to be sold via ordinance if they have not already been (many properties acquired more than two years ago are not authorized to be sold, they were only authorized to be purchased by the City).

Purchasing requires the following process:

- Apply to purchase
- Review by departments
- Decision of City Manager
- Draw up purchase agreement
- Title opinion (if completed by buyer)
- Prepare settlement statement
- Closing and recording

If there are any questions, staff would be more than welcome to clarify any of these changes to council.

## Attachments

Goals and Disposition Method / Entity							Legend	
							Yes	●
							Maybe	○
							No	X
	Existing State Law for Direct Property Sale	Fairmont Home Rule Law	Building Commission	Urban Renewal Authority	Land Reuse Agency	Partner Quasi-Government Organization (Chamber of Commerce, MRDC, etc)		
<b>City Goals</b>								
Transparent Process	○	○	●	●	●	○		
Public Hearing on Sale / Minutes	○	○	●	●	●	X		
Efficient / Timely	●	●	○	●	●	○		
Clear Standards for Approval / Denial of Purchase Offers / Purchaser	○	○	●	●	●	X		
Determine Highest and Best Reuse	○	○	●	●	●	X		
Zoning Memo on Reuse	○	○	●	●	●	○		
Development Concerns / Barriers	○	○	●	●	●	○		
Control of Sale Price	X	○	○	○	●	X		
Selling Properties Appraised > \$15,000	X	X	●	●	●	●		
Application	●	●	●	●	●	X		
Control Over the Decisions	●	●	●	●	●	X		
<b>Community</b>								
Meaningful Reuse	○	○	●	●	●	○		
Efficient Removal of Blight	●	●	○	●	●	○		
Adjacent Owner Offers	●	●	●	●	●	○		
Reduce Future Code Enforcement Issues	●	●	○	●	●	○		
Zoning District / Comp Plan Compliance	○	○	●	●	●	○		
<b>Developers</b>								
Prioritizing CHODO's / Housing Non-profits	X	○	●	X	●	○		
Donation Rates	X	○	○	X	●	●		
Accountability / Time Limit	○	○	●	○	●	X		
Incentives for Developers	○	○	○	X	●	○		
Affordable Purchases for Developers	○	○	○	X	●	○		
Ability to Sell Buildings	X	X	●	○	●	●		
Ability to do Multiple Parcels Simultaneously	●	●	●	●	●	●		
Sell Adjoining Parcels	●	●	●	●	●	●		
Preferred Developers List	○	○	○	X	●	X		
<b>Technical Pros</b>								
Intended Purpose to Buy and Sell Land	○	●	○	●	●	○		
Intended Purpose to Manage Blight	●	●	X	●	●	X		
Right-of-First-Refusal at Fall Tax Sale	X	X	X	●	●	X		
Can Operate Across Entire Municipality	●	●	●	X	●	●		
Can do Eminent Domain	●	●	●	●	X	X		
Five Years Tax Exempt Leasing	X	X	○	X	●	X		
<b>Technical Cons</b>								
Require Budget Admendments	X	X	●	●	●	X		
Can Only Operate in Designated Areas	X	X	X	●	X	X		
Requires Redevelopment Plans	X	X	X	●	X	X		

Legend	
Yes	●
Maybe	○
No	X

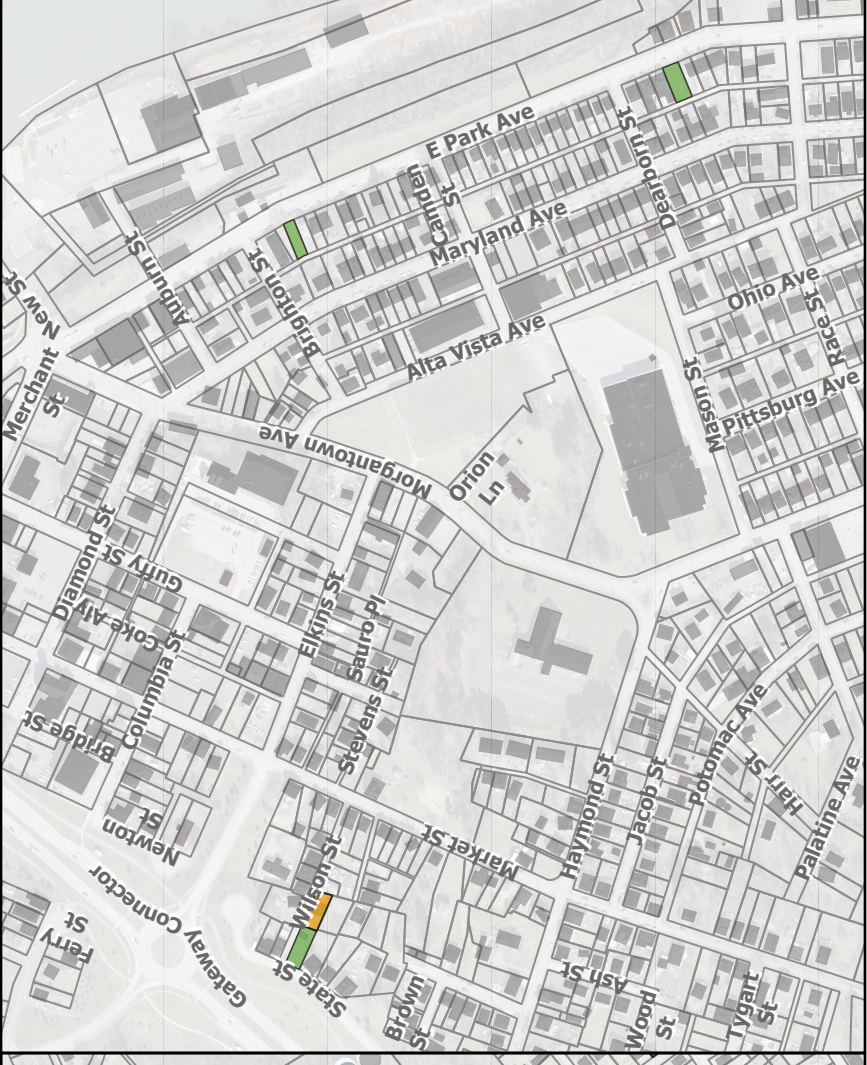
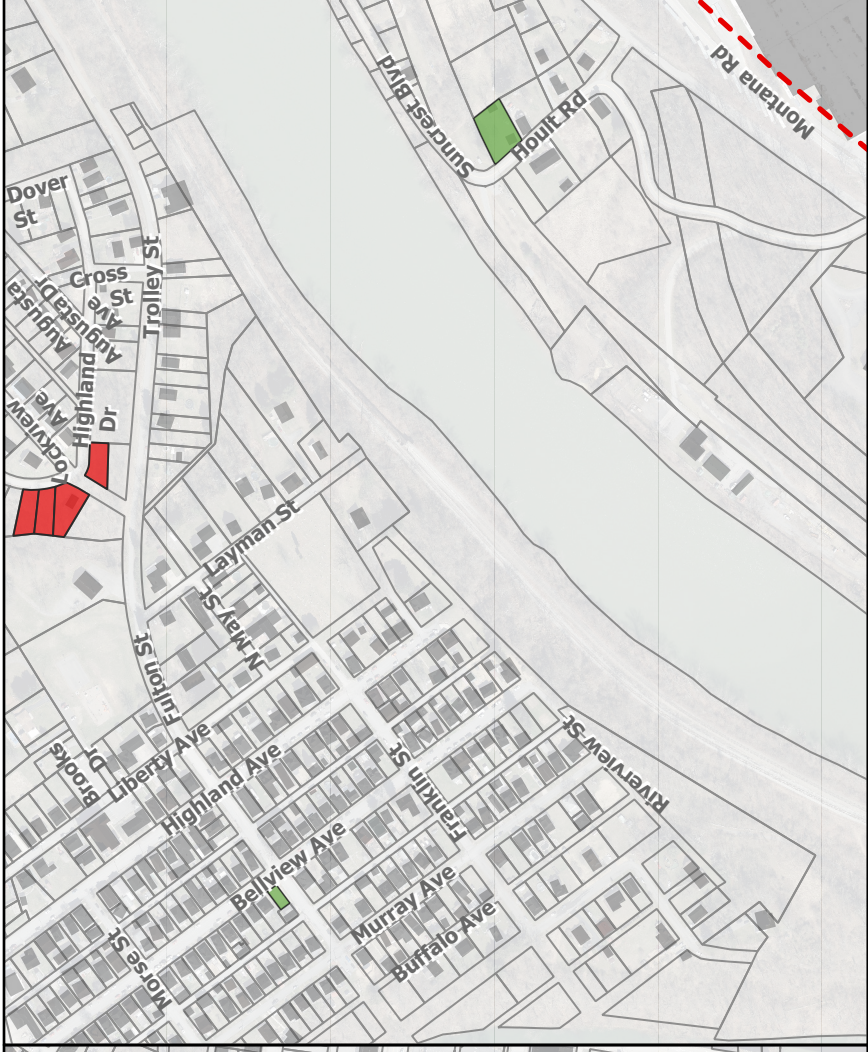
Label	Date Sold	SquareFeet	Acres	ZoningDistrict	Deed Book	Deed Page
1	1/18/2018	11803 sqFt	0.27 ac	MCC	1222	525
2	7/10/2018	4498 sqFt	0.1 ac	NMU	1233	441
3	4/10/2019	9922 sqFt	0.23 ac	GR	1246	287
4	11/23/2021	6603 sqFt	0.15 ac	NR	1293	179
5	8/18/2022	3016 sqFt	0.07 ac	NMU	1296	888
6	8/18/2022	3336 sqFt	0.08 ac	NMU	1296	888
7	8/18/2022	2626 sqFt	0.06 ac	NR	1296	888
8	8/18/2022	3141 sqFt	0.07 ac	NR	1296	888
9	8/18/2022	4612 sqFt	0.11 ac	GR	1296	888
10	8/18/2022	1799 sqFt	0.04 ac	NR	1296	888
11	8/18/2022	2998 sqFt	0.07 ac	NR	1306	214
12	8/18/2022	1999 sqFt	0.05 ac	NR	1306	214
13	4/5/2022	3870 sqFt	0.09 ac	NR	1297	964
14	3/18/2022	4757 sqFt	0.11 ac	NMU	1297	320
15	7/1/2023	4889 sqFt	0.11 ac	GR	-	-
16	7/1/2023	4869 sqFt	0.11 ac	GR	-	-

**Map Legend**

- Sold City Properties
- Marion County Buildings

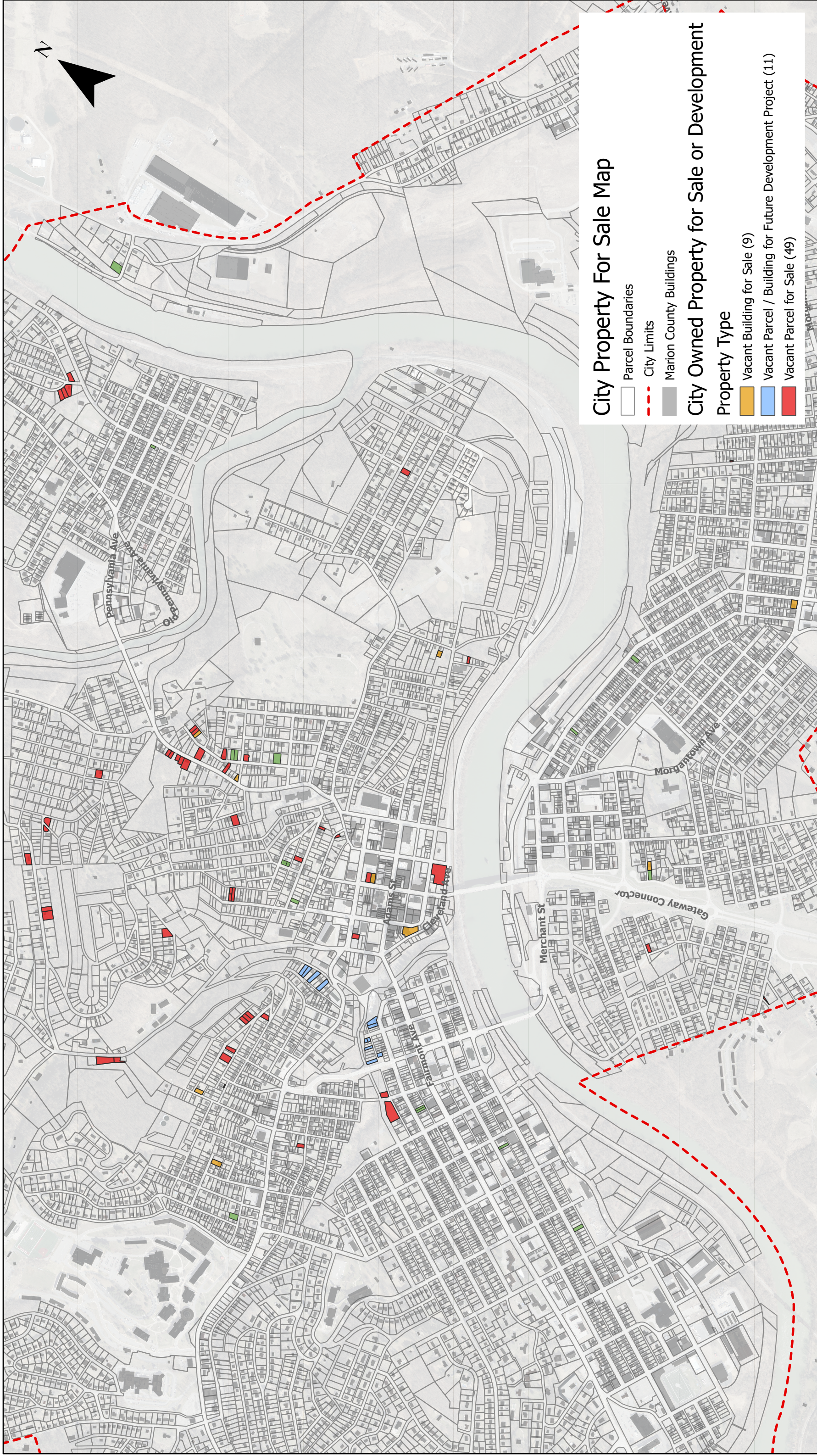
**Property Type**

- Vacant Parcel for Sale



# Property Sold by City of Fairmont Micro View





# Vacant Lots and Buildings for Potentially Sale by City of Fairmont

# Vacant Lots and Buildings For Sale by City of Fairmont

Property Type	Full Address	Zoning District	LandUseIntent	Parcel Size (SF)	Over \$15,000 Value	Total Appraised Value
Vacant Parcel	REEVES AVE FAIRMONT 26554	GR	Sale	643.892753	No	\$300.00
Vacant Parcel	ROBINSON ST FAIRMONT 26554	GR	Sale	4279.764645	No	\$7,300.00
Vacant Parcel	441 WILEY ST FAIRMONT 26554	GR	Sale	3971.116064	No	\$2,500.00
Vacant Parcel	323 CLIFF AVE FAIRMONT 26554	NR	Sale	9415.706173	No	\$14,700.00
Vacant Parcel	106 BERKELY ST	NR	Sale	9561.606211	No	\$4,000.00
Vacant Parcel	343 PENNSYLVANIA AVE FAIRMONT 26554	MCC	Sale	10094.31428	No	\$8,200.00
Vacant Parcel	LEHMAN ST FAIRMONT 26554	GR	Sale	5996.673168	Yes	\$17,400.00
Vacant Parcel	6 RHEA TER FAIRMONT 26554	NR	Future Development Project	8194.397803	No	\$14,100.00
Vacant Parcel	3 RHEA TER FAIRMONT 26554	NR	Future Development Project	8015.368822	No	\$8,700.00
Vacant Parcel	407 ROBINSON ST FAIRMONT 26554	MCC	Sale	5059.667132	No	\$1,800.00
Vacant Parcel	PENNSYLVANIA AVE FAIRMONT 26554	MCC	Sale	10738.333609	No	\$5,700.00
Vacant Parcel	PENNSYLVANIA AVE FAIRMONT 26554	MCC	Sale	4621.786865	No	\$5,700.00
Vacant Parcel	PENNSYLVANIA AVE FAIRMONT 26554	MCC	Sale	3397.086639	No	\$3,400.00
Vacant Parcel	PENNSYLVANIA AVE FAIRMONT 26554	MCC	Sale	3182.513656	No	\$1,600.00
Vacant Parcel	PENNSYLVANIA AVE FAIRMONT 26554	MCC	Sale	3194.667875	No	\$1,600.00
Vacant Building	320 JEFFERSON ST FAIRMONT 26554	CC	Sale	5904.753775	Yes	\$166,500.00
Vacant Parcel	JEFFERSON ST FAIRMONT 26554	CC	Sale	5931.760963	Yes	\$42,900.00
Vacant Parcel	350 HAMILTON ST FAIRMONT 26554	NR	Sale	2048.522846	No	\$5,600.00
Vacant Parcel	140 ODELL ST FAIRMONT 26554	NR	Sale	8747.361961	No	\$9,200.00
Vacant Parcel	LEONARD AVE FAIRMONT 26554	GR	Sale	1025.808999	No	\$800.00
Vacant Parcel	HIGH ST 26554	CC	Sale	1662.542667	No	\$1,100.00
Vacant Parcel	2ND ST	NR	Future Development Project	1673.631599	No	\$2,700.00
Vacant Parcel	ALBERT CT	NR	Future Development Project	1523.519264	No	\$2,400.00
Vacant Parcel	ALBERT CT FAIRMONT 26554	NR	Future Development Project	2661.148194	No	\$2,900.00
Vacant Parcel	KELLEY PL FAIRMONT 26554	NR	Future Development Project	2690.229141	Yes	\$17,000.00
Vacant Parcel	4TH ST B ALLEY BRG #	NR	Sale	5400.084706	No	\$1,400.00
Vacant Parcel	FOURTH & BENONI ST FAIRMONT 26554	NR	Sale	24381.201643	Yes	\$141,900.00
Vacant Parcel	275 VIEW AVE FAIRMONT 26554	NR	Sale	4592.849365	No	\$1,300.00
Vacant Parcel	VIEW AVE FAIRMONT 26554	NR	Sale	437.743256	No	\$200.00
Vacant Building	MORGANTOWN AVE FAIRMONT 26554	NMU	Sale	7045.711934	Yes	\$174,800.00
Vacant Parcel	CLEVELAND AVE FAIRMONT 26554	CC	Sale	33297.349505	Yes	\$75,100.00
Vacant Building	MONROE ST	CC	Sale	14926.291488	Yes	\$517,500.00
Vacant Parcel	RHEA TERRACE FAIRMONT 26554	NR	Future Development Project	6106.359978	No	\$2,700.00
Vacant Parcel	8 RHEA TERRACE FAIRMONT 26554	NR	Future Development Project	5720.201444	No	\$2,800.00
Vacant Parcel	MONTGOMERY AVE	NR	Sale	2777.607042	No	\$1,400.00
Vacant Parcel	MONTGOMERY AVE	NR	Sale	5996.327444	No	\$2,300.00
Vacant Parcel	126 TAFT ST FAIRMONT 26554	GR	Sale	2358.970061	No	\$500.00
Vacant Parcel	603 RIDGELY AVE FAIRMONT 26554	MCC	Sale	3569.443492	No	\$8,300.00
Vacant Parcel	811 CLEVELAND AVE FAIRMONT 26554	MCC	Sale	5300.236358	No	\$1,700.00
Vacant Parcel	813 & 819 CLEVELAND AVE FAIRMONT 26554	MCC	Sale	15698.893818	No	\$11,200.00
Vacant Parcel	BAILEY CIR FAIRMONT 26554	GR	Sale	9309.260639	No	\$1,700.00
Vacant Parcel	121 & 119 ODELL ST FAIRMONT 26554	NR	Sale	11993.274937	No	\$12,600.00
Vacant Parcel	410 ROBINSON ST FAIRMONT 26554	GR	Sale	5979.024304	No	\$9,500.00
Vacant Parcel	126 JACKSON ST	CC	Sale	4553.174077	Yes	\$39,700.00
Vacant Parcel	HIGHLAND DR	NR	Sale	5862.560086	No	\$5,500.00
Vacant Parcel	HIGHLAND DR	NR	Sale	5853.48516	No	\$6,900.00
Vacant Parcel	ALBERT CT	NR	Future Development Project	4437.972124	No	\$2,200.00
Vacant Parcel	HIGHLAND DR	NR	Sale	8680.940204	Yes	\$25,100.00
Vacant Parcel	HIGHLAND DR	NR	Sale	5604.453229	No	\$4,500.00
Vacant Parcel	ODELL ST	NR	Sale	5996.514091	No	\$1,300.00
Vacant Parcel	CLIFF AVE	NR	Sale	5066.322605	No	\$13,900.00
Vacant Parcel	MONROE ST	NR	Sale	2430.408294	No	\$2,800.00
Vacant Parcel	MONROE ST	NR	Sale	2655.875744	No	\$2,800.00
Vacant Parcel	644 MONROE ST	NR	Sale	5029.342105	No	\$7,500.00
Vacant Parcel	QUARRY AVE	NR	Sale	4665.207098	No	\$1,300.00
Vacant Parcel	QUARRY AVE	NR	Sale	4583.814308	No	\$6,400.00
Vacant Parcel	QUARRY AVE	NR	Sale	4810.724093	No	\$2,600.00
Vacant Parcel	ROBINSON ST	GR	Sale	3805.545009	No	\$5,300.00
Vacant Parcel	ROBINSON ST	GR	Sale	3679.017682	No	\$3,300.00
Vacant Parcel	HAMILTON ST	NR	Sale	4997.202852	No	\$7,400.00
Vacant Parcel	MCCLURE ST	NR	Sale	7680.474599	No	\$12,500.00
Vacant Parcel	113 WALNUT AVE	NR	Future Development Project	6835.29581	Yes	\$28,900.00
Vacant Building	17 1/2 BALTIMORE ST	NR	Sale	3556.447674	No	\$6,100.00
Vacant Building	704 GLENN AVE	NR	Sale	6592.303226	Yes	\$15,300.00
Vacant Building	1213 FIELD ST	NR	Sale	4544.931383	No	\$9,500.00
Vacant Building	508 ROBINSON ST	GR	Sale	3736.256598	No	\$6,600.00
Vacant Building	308 PENNSYLVANIA AVE	MCC	Sale	2793.578906	No	\$6,400.00
Vacant Building	315 WILSON ST	GR	Sale	4377.524127	Yes	\$24,900.00
Vacant Parcel	115 WALNUT AVE	NR	Future Development Project	4405.917253	Yes	\$20,200.00



**APPLICATION FORM  
PROPERTY PURCHASE**

Planning & Zoning Department  
200 Jackson St., Fairmont WV 26554  
Phone (304) 366-6211, Ext 333

*Office Use*  
Date Received \_\_\_\_\_ Complete \_\_\_\_\_

**I. APPLICANT**

APPLICANT'S NAME \_\_\_\_\_

IF AN ENTITY, NAME OF PRIMARY POINT OF CONTACT \_\_\_\_\_

FOR-PROFIT       NON-PROFIT

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**II. PROPERTY INFORMATION**

TAX DISTRICT, MAP, AND PARCEL NUMBER[S] AND PROPERTY ADDRESS (IF AVAILABLE)

GENERAL LOCATION \_\_\_\_\_

**III. PURCHASER CONTEXT AND HISTORY—Please check all that apply.**

Adjacent Lot(s) Owner       My Personal Residence is Adjacent  
 Developer or Want to Become a Developer       Non-Profit Housing Provider or CHODO

IF YOU CURRENTLY OWN PROPERTY WITHIN THE CITY LIMITS OF FAIRMONT, PLEASE LIST THE ADDRESSES HERE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF APPLICABLE, PLEASE STATE ANY PAST EXPERIENCE WITH PROPERTY RENOVATIONS, DEVELOPMENT, OR NEW CONSTRUCTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**APPLICATION FORM  
PROPERTY PURCHASE**

**Planning & Zoning Department**  
200 Jackson St., Fairmont WV 26554  
Phone (304) 366-6211, Ext 333

ARE YOU UP TO DATE ON YOUR PROPERTY TAXES (IF NO, PLEASE BRIEFLY EXPLAIN): \_\_\_\_\_

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DO YOU CURRENTLY HAVE ANY OUTSTANDING FEES OR LIENS WITH THE CITY OF FAIRMONT (IF YES, PLEASE EXPLAIN): \_\_\_\_\_

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HAVE YOU EVER HAD PROPERTY THAT HAS BEEN DEMOLISHED BY THE CITY OR ISSUED A RAZE OR REPAIR ORDER (IF YES, PLEASE BRIEFLY EXPLAIN AND THE OUTCOME): \_\_\_\_\_

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DO YOU CURRENTLY HAVE ANY PROPERTY ON THE CITY'S VACANT PROPERTY REGISTRY (IF YES, PLEASE BRIEFLY EXPLAIN): \_\_\_\_\_

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**Office Use Only:**

**VII. PLANNING AND DEVELOPMENT**

ZONING DISTRICT: \_\_\_\_\_ OVERLAY DISTRICT: \_\_\_\_\_

PROPOSED USE CLASSIFICATION: \_\_\_\_\_

IS USE PERMITTED IN ZONING DISTRICT:

- Permitted                       Permitted with Conditions                       Conditionally Permitted  
 Prohibited

DESCRIPTION OF ADJACENT DEVELOPMENT PATTERN AND USES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROS OF PROPOSED IMPROVEMENT AND USE:

\_\_\_\_\_  
\_\_\_\_\_

CONS OF PROPOSED IMPROVEMENT AND USE:

\_\_\_\_\_  
\_\_\_\_\_

BARRIERS / ADDITIONAL STEPS NECESSARY TO PROPOSED IMPROVEMENT AND USE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLANNING AND DEVELOPMENT PERSONNEL SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**VIII. FINANCE DEPARTMENT**

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FINANCE DEPARTMENT PERSONNEL SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



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PROPERTY PURCHASE**

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**Office Use Only:**

**IX. UTILITIES (IF APPLICABLE)**

ARE THE FOLLOWING AVAILABLE ADJACENT TO THE PARCEL:

- Water                       Sewer                       Separate Storm Water

WILL NEW INFRASTRUCTURE BE REQUIRED FOR THE PROPOSED USE (IF YES, PLEASE DESCRIBE):

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ADDITIONAL COMMENTS: \_\_\_\_\_

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\_\_\_\_\_  
SIGNATURE OF UTILITIES DEPARTMENT PERSONNEL

\_\_\_\_\_  
DATE

**X. BUILDING INSPECTIONS AND CODE ENFORCEMENT**

DOES THE APPLICANT HAVE OUTSTANDING CODE ENFORCEMENT VIOLATIONS:

- Yes       No

IF YES, PLEASE DESCRIBE: \_\_\_\_\_

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HAS THE APPLICANT HAD ANY CODE ENFORCEMENT VIOLATIONS IN THE PAST FIVE YEARS:

- Yes       No

IF YES, PLEASE DESCRIBE: \_\_\_\_\_

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ADDITIONAL COMMENTS: \_\_\_\_\_

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\_\_\_\_\_  
BUILDING INSPECTION DEPARTMENT PERSONNEL SIGNATURE

\_\_\_\_\_  
DATE