

Village of Round Lake

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| <p>Title:</p> <p style="text-align: center;">Land Sale Policy</p> <p>Author: Clerk</p> | <p>Policy No.</p> <hr/> <p>Adopted: April 5, 2004 Revised: May 18, 2011 Updated: February 28, 2017 Re-adopted: April 2, 2018 Re-adopted: March 17, 2021</p> |
| <p>Policy Owner: Village of Round Lake Board of Trustees</p> | |
| <p>Distribution:</p> <p>Village Board, Village Attorney, Office Administration, Staff, Policy File</p> | |

It is the policy of the Village of Round Lake to evaluate requests to purchase Village property as follows:

1. All requests must be in writing and signed by the requestor.
2. The Village Board of Trustees shall refer all requests to the Village Planning Board for its review and recommendation. This recommendation shall be advisory only.
3. Upon receipt of the Planning Board's recommendation, the Board shall make a determination as to whether it would be in the greater interest of the residents and landowners of the Village for the property to be sold, retained as non-parkland by the Village, or converted to parkland by the Village.
4. If the Board determines that the property should be sold, it shall give written notice to all persons owning lands adjacent to the subject parcel. Failure by the Board to give such notice shall not void any sale and shall not give rights to any person not notified.

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5. The Board shall determine the fair market value of such property, exercising its discretion as to whether value should be determined by reference to previous sales of parcels of Village property, by a market valuation, by an appraisal, or by other means, keeping in mind the expense of such valuation as compared to the property's likely value. Should the Village incur any expense in determining the value of the property, any person purchasing the property from the Village shall fully reimburse the Village such cost, in addition to any other costs and expenses.
6. Should the Board decide to sell the property, it shall be sold to the highest bidder at a regularly scheduled Village Board meeting after notification as set forth above, and after posting a notice of such auction on the bulletin board in the hallway of the Municipal Building at least two weeks prior to such auction. At any time, including on the night of auction, the Board retains the absolute right to exercise its discretion to not sell the property.
7. The terms of sale (the cost to the purchaser) shall include the preparation and delivery to the Village of a survey prepared by a licensed New York State surveyor, said surveyor to be certified to the Village and the Purchases; monumentation of the subject property by the aforementioned surveyor; the preparation of the deed and closing documents by the purchaser (including the preparation of a metes and bounds description) to the satisfaction of the Village Attorney, and the delivery of such documents, fully executed, to the Village Attorney, together with all filing fees, for filing with the County Clerk's Office. In addition, the purchaser shall pay a fee to the Village of Round Lake of \$200 to cover its attorney's fees in the review of the aforesaid documents.