



# TOWN OF CARLYLE

## POLICY MANUAL

<b>POLICY DESCRIPTION:</b>	<b>POLICY NUMBER:</b> PRO 0010
Purchase of Town Property	<b>DATE APPROVED:</b> December 17, 2008
	<b>DATE REVISED:</b> January 4, 2012

**Purpose of Policy:** To ensure consistency and clarity for anyone wanting to purchase property for sale by the Town of Carlyle.

1. The purchase price of the property will be determined by resolution of Council.
2. A deposit of 10% of the purchase price is to be made at the time of the application, refundable only if the application is not approved.
3. GST will be charged on all applicable property sales.
4. The transfer of title will commence upon receipt of the total purchase price and in compliance with the conditions of this policy.
5. The purchaser and the Town will cost share the cost of transfer of title on a 50/50 basis.
6. Payment in full of the property must be received within three months from the date of the acceptance of the application. Otherwise, the deposit will be forfeited and the application will be void.
7. All construction must conform to current zoning and building bylaws of the Town of Carlyle.
8. A building permit and a development permit must be obtained before the start of construction.
9. Council may apply special conditions as deemed necessary on an individual basis.