


**TOWN OF CARLYLE  
POLICY MANUAL**

<b>Policy Description:</b>  Purchase of Town Property	<b>TOWN OF CARLYLE</b>	
Policy Number: PRO 0010	Original Date: Dec. 17, 2008 Revised: Jan. 4, 2012 Oct 20, 2021 Res. #2021-680 Reviewed: Aug 5, 2020 Res. #2020-194	

**Purpose of Policy:** To establish a consistent procedure for the sale of property owned by the Town of Carlyle.

1. The purchase price of properties owned by the Town of Carlyle will be reviewed annually and determined by resolution of Council.
2. Purchaser must complete an application to purchase on prescribed Form A.
3. A deposit of 10% of the purchase price is to be made at the time of the application, refundable if not approved by Council.
4. GST will be charged on all applicable property sales.
5. Payment in full of the property must be received within three (3) months from the date of the acceptance of the application. Otherwise, the deposit will be forfeited and the application will be void.
6. A building and development permit application must be submitted within three (3) months from the date of the acceptance of the application. Otherwise, the deposit will be forfeited and the application will be void.
7. Development officer will review new applications for completeness and submit to council for approval.
8. The transfer of title will commence upon:
  - a. receipt of the total purchase price and acknowledgement that construction has commenced; or

- b. a mortgage being required and approved for the purchase of the lot and construction of the building described in the development & building permit application; AND
  - c. development & building permit application has been approved.
9. Construction is to commence within 365 days of purchase of lot AND to be substantially completed within 24 months. Otherwise there will be no transfer of title or in some cases title is reverted back to the town at the purchaser's expense, a refund is issued less 10% in all cases.
10. All construction must conform to current zoning and building bylaws of the Town of Carlyle.
11. The purchaser and the Town will cost share the cost of transfer of title on a 50/50 basis.
12. Council may apply special conditions as deemed necessary on an individual basis.

**FORM A**  
**TOWN OF CARLYLE**  
**APPLICATION TO PURCHASE TOWN PROPERTY**



Date of Application: \_\_\_\_\_

I hereby make application to purchase the following property from the Town of Carlyle:

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ PLAN: \_\_\_\_\_

CIVIC ADDRESS: \_\_\_\_\_

INTENDED USE: \_\_\_\_\_

REQUIRED ZONING: \_\_\_\_\_

Deposit amount: _____
Receipt #: _____
Council Approval:  YES or NO
Date Submitted to Council: _____
Balance Owing:  _____

<b>APPLICANT'S SIGNATURE(S):</b>	
<b>APPLICANT NAME</b> <i>(Please print clearly)</i>	
<b>APPLICANT'S MAILING ADDRESS:</b>	
<b>APPLICANT'S PHONE NUMBER:</b>	
<b>APPLICANT'S EMAIL ADDRESS:</b>	

