

Items needed when a buyer is interested in a lot at Southwest Business Park:

To initiate a purchase offer, the City needs...

- Legal Name of Purchasing Entity
- Address/Contact Information of Purchasing Entity
- Lot number they wish to purchase
- Their proposed use of the lot
- Any preliminary site or building plans
- The timeline to complete construction

Steps to purchase the lot:

- View the lot with WEDG/City Administrator.
- Buyer comes with a plan in mind.
- With an offer, the site plan is optional but a great idea.
- With the offer, you would need pre-approval or a bank letter.
- Earnest money.
- The offer is submitted to the City/WEDG.
- The city takes it to their attorney who creates a draft purchase agreement (offer to purchase). The city administrator and buyer will negotiate the final terms of the sale, including any necessary conditions or contingencies.
- Council meets to approve/disapprove/counter the purchase agreement. The buyer will provide a deposit to secure the sale, and the transaction will be finalized upon the transfer of title and payment of the full purchase price.
- After the lot has been purchased and a site plan submitted and reviewed by City staff, the site plan goes to P & Z for approval. Construction may then begin.