

City of Kingston  
Surplus Real Property Bid

Property Address: \_\_\_\_\_

Sec / Blk / Lot: \_\_\_\_\_

Bidders Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Bid Amount: \_\_\_\_\_

Check Amount (10%): \_\_\_\_\_

Proposed Use: (Please be as specific as possible – May attach separate sheets as necessary and any other supporting documentation)

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

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FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Referrals: \_\_\_\_\_

Bid Deposit: \_\_\_\_\_

\_\_\_\_\_

Zone / Ward: \_\_\_\_\_

\_\_\_\_\_

SEQRA: \_\_\_\_\_

\_\_\_\_\_

Reverter Clause: \_\_\_\_\_

\_\_\_\_\_

PROJECT I.D. NUMBER

617.20

SEQR

## Appendix C

State Environmental Quality Review

**SHORT ENVIRONMENTAL ASSESSMENT FORM**

For UNLISTED ACTIONS Only

**PART I—PROJECT INFORMATION** (To be completed by Applicant or Project sponsor)

1. APPLICANT /SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres    Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No    if No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open space <input type="checkbox"/> Other Describe:	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, list agency(s) and permit/approvals	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, list agency name and permit/approval	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/sponsor name: _____ Date: _____	
Signature: _____	

**If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment**

OVER

**PART II—ENVIRONMENTAL ASSESSMENT (To be completed by Agency)**

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR PART 617.4? If yes, coordinate the review process and use the FULL EAF.  
 Yes  No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.  
 Yes  No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CEA?  
 Yes  No

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?  
 Yes  No If Yes, explain briefly

**PART III—DETERMINATION OF SIGNIFICANCE (To be completed by Agency)**

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes; the determination and significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts **AND** provide on attachments as necessary, the reasons supporting this determination:

\_\_\_\_\_ Name of Lead Agency

\_\_\_\_\_ Print or Type Name of Responsible Officer in Lead Agency \_\_\_\_\_ Title of Responsible Officer

\_\_\_\_\_ Signature of Responsible Officer in Lead Agency \_\_\_\_\_ Signature of Preparer (if different from responsible officer)

\_\_\_\_\_ Date



**“NOTICE TO PURCHASERS FORM”**  
**MUST BE SIGNED AND RETURNED WITH BID**

1. To enter and preview property a “Hold Harmless Agreement” must be signed and appointment made with the Building Safety Division of the Kingston Fire Department. (845-331-1217) Applicants are encouraged to only submit proposals after viewing property.
2. The purchaser is responsible for obtaining any needed funding to purchase this property, and make necessary renovations. Partial and installment payments are not accepted.
3. The City provides a quitclaim deed, which will include a one (1) year reverter clause, requiring the rehabilitation to comply with all Zoning, Building & Fire Codes. The reverter will also state the bidders’ intended/proposed use. (Reference sample language in bid packet) Should you elect to purchase title insurance, you may do so from any firm permitted by state law to sell such insurance at your expense.
4. It is the responsibility of all bidders to check with the Building Safety Division and Zoning Enforcement Official to determine that proposed use(s) will be in compliance with City Zoning and all other applicable statutes and codes.  
Bidders are hereby notified that the City of Kingston requires all plumbers and electricians to be licensed by the City of Kingston.
5. No guarantees of use are made by City in awarding bid, including obtaining any and all necessary approvals required from Planning Board, Zoning Board of Appeals, etc... (The authorization of sale to an individual for a proposed use does not guarantee the necessary reviews and approvals will be granted by appropriate agencies. Furthermore, the sale of the property shall not be used as reason for granting of any variances or other approvals)
6. All sales must close within sixty (60) days of acceptance by the Common Council. All rejected bid deposits will be refunded. Failure to close on the sale will mean a forfeiture of bid deposit.
7. All County filing fees are the responsibility of the purchaser.
8. All properties are sold “As is” with no guarantees made as to clear title, condition, and may contain code violations.
9. The City reserves the right to reject any and all bids and to waive any informality or irregularity.
10. City properties are offered to purchasers without regard to their race, color, religion, sex, handicap or martial status.
11. All bids must be submitted to the Kingston Planning Office with all forms completed (Surplus Real Property Bid Form, Notice to Purchasers Form, Assessed Value of Property Form, Additional Information Questionnaire, Short Environmental Assessment Form) and 10% (certified or bank check or U.S. Postal Money Order) bid deposit made payable to the Comptroller, City of Kingston, all enclosed within a sealed envelope and labeled with the following information: Bidder’s Name, Address and Daytime Telephone Number; AND Address, and Section, Block and Lot Tax Map ID# of the property being bid on. If you are submitting bids on more than one property, each bid must be submitted in a separate, sealed envelope. Bid packages must be sealed and labeled accordingly with information described and contain all necessary forms completed with original signatures, along with the proper bid deposit or they will automatically be rejected and returned without consideration by Committee or Common Council.
12. Title will be transferred only to the individual or party whose name the bid was submitted in.
13. The City may impose a restriction limiting the re-sale of a property without proper consent of the Common Council limiting the re-sale of a property without prior consent of the Common Council.

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Purchaser Signature

SUBJECT, however, to the following conditions:

- a. The premises shall be used as \_\_\_\_\_
- b. The premises and all building thereon must be rehabilitated to comply with existing building and fire codes after consultation with the Building Safety Division of the City of Kingston.
- c. Purchaser is required to obtain all approvals, permits, licenses and certificates necessary to perform the work required and to occupy the premises.
- d. All work necessary to satisfy the building and fire codes must be completed within one year of the date of this deed. The purchaser will promptly apply for the necessary permits and approvals to permit the construction and occupation of the site for its proposed use.
- e. Purchaser agrees to obtain a building permit within two (2) months of obtaining final approval from all of the boards and/or commissions for which said approval may be required.
- f. Grantee will permit periodic inspections of the interior and exterior of the premises by the Building Safety Division until a Certificate of Occupancy is issued by the Building Safety Division.
- g. In the event the Fire Officer, after due deliberation, determines that the Grantee has breached any of the conditions herein, he shall notify the Planning Department of such breach who in turn shall notify Grantee of the breach, in writing, by certified mail. The Grantee shall, within thirty (30) days of mailing of such notice, correct the breached conditions, or in the alternative at the expiration of said thirty (30) days, surrender the premises and quit and vacate the premises conveyed.
- h. Upon failure of the Grantee to attend the obligations specified herein, and upon expiration of the time period set forth in paragraph "f" hereof, title to the premises shall revert to the City of Kingston and the City shall upon due application to a Justice of the Supreme or County Court, be entitled to a Court order directing reversion of title to the City.
- i. After receiving the Court order reverting title to the City's name, the City shall cause to be recorded in the office of the Ulster County Clerk a certificate or other appropriate document in recordable form indicating that title to the lands and premises has reverted to the City of Kingston.
- j. Upon the Grantee receiving a certificate of occupancy for the demised premises, the City of Kingston will issue a release to the Grantee evidencing the fulfillment and satisfaction of all the terms and conditions specified herein.
- k. The Grantee agrees to indemnify and hold harmless the City of Kingston its successors and assigns from any all claims, liabilities, liens, or encumbrances affecting the properties reacquired by the City.

That \_\_\_\_\_ Avenue, Tax Map No. \_\_\_\_\_ cannot be sold at any time in the future by \_\_\_\_\_ without the prior written consent of the Common Council of the City of Kingston.

**THE ABOVE IS SAMPLE LANGUAGE FOR A STANDARD  
REVERTER AND OTHER RE-SALE RESTRICTION  
LANGUAGE THAT WILL BE INCORPORATED IN TO QUIT  
CLAIM DEEDS ISSUED BY THE CITY OF KINSTON, UNDER  
THE SURPLUS PROPERTY SALE PROGRAM.**

City of Kingston  
Property Sale  
Additional Information Questionnaire

As a prospective purchaser, we are requesting background information to be submitted, demonstrating your ability to complete the project as proposed. Please complete the following: (You may attach additional sheets as necessary)

1. Do you own any other properties, in whole or in partnership, in or around the City of Kingston? If so, please provide street location.

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2. Have you ever developed property before or completed similar restoration project? Please submit a statement of your qualifications and background experience.

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3. Have you had the opportunity to visit the site and do you have the financing to address the building needs? Attach documentation of cost estimates to renovate after purchase. Attach documents of funds available – demonstrate a commitment. (Personal Financial Statement)

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4. What timetable do you envision for the project? Provide a statement of understanding of review process necessary to get building permit. (i.e.-Planning/Zoning/Landmarks)

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5. Provide a minimum of three (3) references. (Names and contact information)

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6. If submitting under LLC, Corp., or Inc. Name, provide name(s), (contact information) of principals in partnership.

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7. Is there any additional information which you would like to submit to assist the Committee with their recommendation back to the full Common Council?

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