

## Land Donations

The Land Bank Board will only accept donated property that will advance the goals of the Land Bank. The Board has the right to accept or reject any and all donation requests.

### The following conditions may be considered:

1. The property owner does not have the resources to properly care for the property or to comply with orders to correct code violations present, and evidence of hardship has been presented.
2. The property is in an area targeted for redevelopment efforts or in a neighborhood with a large number of existing Land Bank properties.
3. There is a written agreement with an owner of an adjoining property to purchase the property from the Land Bank – used only with unimproved vacant lots in a non-targeted area.
4. The property is part of a City strategic or master plan.
5. The City (or another entity) has agreed to fund the demolition of structure(s) on property.
6. Exclusions and Exceptions
  - a. Property with adverse environmental conditions or maintenance requirements will not be accepted without a satisfactory plan and funding in place for remediation as determined by City staff.
  - b. City will require donated land to have clear and marketable title.
  - c. Occupied property may not be accepted as a donation.
  - d. Land Bank Board and City staff shall not determine donation value for the purpose of tax benefits.
  - e. Any other exceptions must come before the Land Bank Board of Trustees.

*The Land Bank Board reserves absolute right to accept or reject any and all donation requests.*

# FORT SCOTT LAND BANK DONATION FORM



A property owner who desires to donate property to the Fort Scott Land Bank should complete this form and submit it to the Community Development Director at: [ruhler@fscity.org](mailto:ruhler@fscity.org), or by mail at 123 S Main, Fort Scott, KS 66701.

The Community Development Director will review the information and may contact the property owner to gain additional details, if necessary. The Community Development Director will bring the information before the Land Bank's Board of Directors. The Board of Directors will determine whether or not the acceptance of the property will further the goals of the Land Bank.

## OWNER'S INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## PROPERTY INFORMATION

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

Structures on Property:  Yes  No

Report of any immediate and/or on-going maintenance requirements:

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

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*The Land Bank Board reserves absolute right to accept or reject any and all donation requests.*

# FORT SCOTT LAND BANK DONATION PROCESS GUIDE



## DONATION PROCESS

1. The donor must complete and submit the Property Donation Form to the Community Development Director at the City of Fort Scott.
2. A Demolition Approval Agreement is also required if there are structures on the property that are in a dilapidated condition, as determined by the City Building Official.
3. The Community Development Director will request a Title Commitment for the property from a title agency. *(Title Commitments can take up to 3 weeks to receive.)*
4. The Community Development Director will review the Title Commitment for any conditions or exceptions on the title. The Land Bank may require additional paperwork to satisfy the Title Commitment.
5. The Land Bank will prepare a deed for signature by the donor when the title is clear. Deeds must be signed in front of a Notary Public. The Land Bank can provide a Notary Public at no charge.
6. The Land Bank will send the signed deed for recording at the Bourbon County Register of Deeds office.
7. When the recorded deed to the Land Bank is returned, the donor will receive in the mail a copy of that recorded deed, as well as a letter from the Land Bank to document the date and value of the donation.

*The Land Bank Board reserves absolute right to accept or reject any and all donation requests.*