



LIVABLE CITY INITIATIVE · CITY OF NEW HAVEN  
CITY OF NEIGHBORHOODS

Serena Neal-Sanjurjo  
Executive Director

**Livable City Initiative**  
City of New Haven  
165 Church Street, New Haven, Connecticut 06510



Toni N. Harp  
Mayor

## **Application for Purchase of City Owned Property**

**PLEASE NOTE** that all Community Development Corporations should submit this application to their assigned Project Manager. All other applicants should submit this application to Frank D'Amore, Deputy Director, Property Division. Applications will undergo a series of reviews by the Property Acquisition and Disposition Committee, City Plan Commission, LCI Board and the Board of Aldermen.

### **APPLICATION MUST BE COMPLETE WITH ALL NECESSARY ATTACHMENTS TO BE PROCESSED**

**ADDRESS OF PROPERTY:** \_\_\_\_\_

**STATUS OF PROPERTY:**    Vacant Buildable Lot    Vacant Non-Conforming    Improved Lot (with building)  
 Sliver Lot

#### **APPLICANT INFORMATION:**

Applicant Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Federal I.D. # \_\_\_\_\_ SS No. \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

#### **SLIVER LOT ONLY**

1. Do you own property immediately adjacent to the City-Owned property you wish to purchase?   Yes \_\_\_\_\_   No \_\_\_\_\_

2. If yes, what is the address of the adjacent parcel? \_\_\_\_\_

**2.A. Attach a copy of ownership deed to property in question 2.**

3. If the City-owned property is currently a vacant lot, how do you intend to improve it? Please check whichever items are applicable:

Grass    Shrubs    Fencing    Driveway    Lighting    Playspace for Children    New Construction  
 Parking (How many vehicles?) \_\_\_\_\_ Other

4. Is this for a religious organization? Yes \_\_\_\_\_ No \_\_\_\_\_

5. Price subject to the Property Disposition Guidelines approved by the Board of Alderman

**IMPROVED LOT and VACANT LOT ONLY**

1. Do you intend to:  Demolish existing structure  Rehabilitate existing structure  
 Redevelop property with new structure
- 1a. If you intend to Rehabilitate structure, please explain what proposed rehab you intend to do \_\_\_\_\_  
\_\_\_\_\_
- 1b. If you intend to build a structure, please explain what type of proposed structure (2 family,colonial,sq ft.) \_\_\_\_\_  
\_\_\_\_\_
- 1c. If you intend to build a structure is the lot buildable? \_\_\_\_\_ If no, **zoning relief** may need to be obtained prior to closing on the purchase (City Plan for guidance)
2. What is the intended use, and is the use authorized by current zoning?  
\_\_\_\_\_
3. If commercial, what business will occupy the premises, briefly describe activity and % of occupancy.  
\_\_\_\_\_  
\_\_\_\_\_
- 3a. Is the business currently located in New Haven, how many jobs will be created or retained? \_\_\_\_\_
4. Is the proposal for a religious organization? Yes No
5. Do you intend to assemble additional property or properties to complete the project? Yes No  
If yes, please identify the additional properties  
\_\_\_\_\_  
\_\_\_\_\_
6. Do you intend to apply for City funds to assist with this project?  No  Yes(\_\_\_\_\_) Source of funds/amount
7. Has this purchase been presented to management team and/or the elected official of the neighborhood? \_\_\_\_\_
- 8. Attachments required: (must accompany application)**
- Letter of Support from Management Team and/or elected official
- Sources and Uses Budget (attach any conditional commitments, personal funds, or investors)
- Development Schedule,
- Cost Breakdown
- Rehabilitation Plan or New Construction plan
- List of past projects that you have completed (address, timetable to completion and references if available)
9. What do you propose to pay for the property? \_\_\_\_\_
10. Upon completion of project, what is the proposed plan for the property (rental, homeownership, occupy \_\_\_\_\_  
\_\_\_\_\_
11. How did you learn about the property? \_\_\_\_\_

***CERTIFICATION: All information and supporting documentation supplied to the Livable City Initiative is accurate to the best of my knowledge and belief. I understand that providing false information may violate State and Federal law and be punishable as such and will invalidate this application.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date

**Needed with Non-Profit application only: CITY USE ONLY (REV.1/19)**

**It is the opinion of the Deputy of Administrative Services to move this application forward \_\_\_\_\_**

**Recommendation from LCI Executive Director to move this application YES NO Date: \_\_\_\_\_**

**CHECKLIST FOR APPLICANT**

**The attached application must be complete with all the necessary attachments to be processed.**

The following is a checklist for you to help ensure that you have attached the necessary required documents to the application prior to submission.

	YES	NO
APPLICATION FORM:		
1. All necessary information is checked		
2. All questions answered where applicable.		
3. Your information is provided (telephone #, address, ss #/tax id)		
4. Affidavit's completed signed/notarized/etc.		
5. Application is signed		
ATTACHMENTS:		
1. Sliver Lot Only: Ownership Deed to adjacent property to what you are Requesting to purchase		
2. Improved Lot and Vacant Lot		
a. Sources of financing (attach any conditional commitments, personal funds, or investors)		
b. Development Schedule and Cost Breakdown		
c. Estimate of Appraised Value after rehab/construction and prior		
d. List of past projects that you have completed (address, timetable to completion and references if available)		
e. SUPPORT LETTER from Management Team or Elected Official		



## BUREAU OF PURCHASES CITY OF NEW HAVEN

Michael V. Fumiatti, Purchasing Agent  
200 Orange Street, New Haven, Connecticut 06510  
Telephone (203) 946-8201  
Facsimile (203) 946-8206

### NON-COLLUSION AFFIDAVIT (INCLUDING DISCLOSURE OF OBLIGATIONS TO/INTEREST IN BUSINESS WITH THE CITY OF NEW HAVEN)

1. Personally appeared, \_\_\_\_\_ who being duly sworn, deposes and says that:
  1. I am over the age of eighteen and I understand the obligation of an oath.
  2. I am the \_\_\_\_\_ of \_\_\_\_\_ that submitted an application, bid, proposal, request to the City of New Haven for a contract, agreement, grant, loan and am acting in my individual capacity or, if an entity, on behalf of said entity, as the case may be.
  3. I am fully apprised of the contents of said application/bid/proposal/request and all pertinent facts and circumstances relative to the same.
  4. Such application, bid, proposal, request is genuine and is not collusive or a sham.
  5. Neither said individual (including any of his/her immediate family as defined in Section 12-5/8 of the local ordinance)/entity nor any of his/her/its officers, partners, owners, agents, representatives, employees, affiliates or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other individual/entity to submit a collusive or sham application/bid/proposal/request in connection with the contract/agreement/grant/loan for which the application/bid/proposal/request has been submitted or to refrain from applying/bidding/proposing/requesting in connection with such contract/agreement/grant/loan, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other individual/entity to fix the prices/quotes/estimates/costs/overhead/figures/profits/amount of the application/bid/proposal/request or of any other individual/entity, or to fix the same of the application/bid/proposal/request or prices/quotes/estimates/costs/overhead/figures/profits/amount of any other individual/entity, or to secure through any collusion, conspiracy/connivance or unlawful agreement any advantage against the City of New Haven or any individual/entity interested in the proposed application/bid/proposal/request.
  6. The prices/quotes/estimates/costs/overhead/figures/profits/amount in the contract/agreement/grant/loan are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the individual/entity or any of its officers, partners, owners, agents, representatives, employees, affiliates or parties in interest, including this affiant; and
  7. No alderman or other elected/appointed or city/state/federal employee or person/entity whose salary/compensation is payable in whole or in part from city, state or federal funds is directly or indirectly interested in/will benefit financially by/has any is in a position to participate in a decision making process or gain inside information about the application/bid/proposal/request or in the supplies, materials, equipment,

work or labor to which it relates, or in any of the profits thereof (This paragraph is hereinafter referred to as “conflict of interest.”).

8. The individual/entity referred to in paragraph 3 above has no outstanding financial or other obligations to the City of New Haven or to any state or federal government that funds the individual’s/entity’s activity, nor is it a party to a lawsuit that may affect the use of any funds that will be derived from the contract/agreement/grant/loan.

9. The individual/entity has filed a list of taxable personal/real property with the City of New Haven and is not delinquent in the same.

10. The attached Schedule A, which is incorporated herein as though set forth, contains a list of the names, home/business addresses, telephone numbers and titles of the individual/entity’s officers, partners, owners, agents, representatives, employees, affiliates or parties in interest including this affiant as well as any conflict-of-interest as described herein in paragraph numbered 8 above, and any applicable local, state or federal law, involving the same.

11. The attached Schedule A further contains a list of any members of my immediate family who are either employed by the City of New Haven or who are members of city boards, commissions, agencies or task forces.

12. Except as disclosed in the attached Schedule A, the affiant is not and no member of his/her immediate family is not a city employee or, having been a city employee in the past 12 months, seeking employment with any individual/entity engaged in business with the City of New Haven.

13. Except as disclosed in the attached Schedule A, the affiant has not and no member of his/her immediate family has applied for within the last twelve month for any city/state/federal program or benefit over which he/she has had control, influence or discretionary authority.

14. Except as disclosed in the attached Schedule A, the individual/organization has no intention of transacting business with any related and/or affiliated individuals/organizations.

\_\_\_\_\_  
Affiant Name:

STATE OF CONNECTICUT                 )  
  )  
COUNTY OF NEW HAVEN                )             ss: New Haven                                 , 2019

Personally appeared \_\_\_\_\_ of \_\_\_\_\_ who identified himself/herself as such and who subscribed and swore to the truth of the foregoing before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Commissioner of the Superior Court  
Notary Public  
My commission expires on:

SCHEDULE "A"

Please list your responses to Items 10-14 below. If your response is none, please print or type "N/A" by each number. **Applicant's signature must appear on this schedule.**

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

\_\_\_\_\_  
Affiant Signature

# THE CITY OF NEW HAVEN

## BUREAU OF PURCHASES

200 Orange Street

Room 401

New Haven, Connecticut 06510

(203) 946-8201 - FAX (203) 946-8206

Toni N. Harp.

Mayor



Michael V. Fumiatti

Purchasing Agent

### DISCLOSURE & CERTIFICATION AFFIDAVIT OF OUTSTANDING OBLIGATIONS TO THE CITY OF NEW HAVEN

For the purposes of this Disclosure of Outstanding Financial Obligations, the following definitions apply:

- (a) "Contract" means any Public Contract as defined below.
- (b) "Person" means one (1) or more individuals, partnerships, corporations, associations, or joint ventures.
- (c) "Public Contract" means any agreement or formal commitment entered into by the city to expend funds in return for work, labor, services, supplies, equipment, materials or any combination of the foregoing, or any lease, lease by way of concession, concession agreement, permit, or per agreement whereby the city leases, grants or demises property belonging to the city, or otherwise grants a right of privilege to occupy or to use said property of the city.
- (d) "City" means any official agency, board, authority, department office, or other subdivision of the City of New Haven.

State of \_\_\_\_\_ )

SS.

County of \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. I am (*circle one*) [owner, partner, officer, representative, agent or \_\_\_\_\_] of \_\_\_\_\_, the Contractor that has submitted the attached agreement.  
(Contractor's name)
2. I am fully informed respecting the preparation and contents of the attached Agreement and of all pertinent circumstances respecting such Agreement;
3. That as a person desiring to contract with the City (check all that apply):
  - \_\_\_\_\_ The Contractor and each owner, partner, officer, representative, agent or affiliate of the Contractor has filed a list of taxable personal property with the City of New Haven for the most recent grand list, as required by Conn. Gen. Stat. §12-42.
  - \_\_\_\_\_ Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor are required to file a list of taxable personal property with the City of New Haven for the most recent grand list, as required by Conn. Gen. Stat. §12-42.
  - \_\_\_\_\_ Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor either directly or through a lease agreement, owes back taxes to the City of New Haven
  - \_\_\_\_\_ Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor either directly or through a lease agreement, has any other outstanding obligations to the City of New Haven
  - \_\_\_\_\_ The Contractor or an owner, partner, officer, representative, agent or affiliate of the Contractor owes back taxes and has executed an agreement, satisfactory to the tax collector, to pay said back taxes in installment payments and the payments under said agreement are not in default. **The agreement shall be attached**, and incorporated herein by reference.

4. The following list is a list of the names of all persons affiliated with the business of the Contractor, if none state none. Use additional sheet if necessary ( Must be on company letterhead and notarized ):

Name	Title	Affiliated Company (if none state NONE)	Service or Material	DOB
1				
2				
3				
4				
5				
6				
7				

5. That as a person desiring to contract with the City:

(a) The Contractor or an owner, partner, officer, representative, agent or affiliate of the Contractor provides, or has provided, services or materials to the City within one (1) year prior to the date of this disclosure, if none, state none. Use additional sheet if necessary ( Must be on company letterhead and notarized ):

Name	Title	Affiliated Company (if none state NONE)	Service or Material	DOB
1				
2				
3				
4				
5				
6				

(b) The Contractor possesses an ownership interest in the following business organizations, if none, state none. Use additional sheet if necessary ( Must be on company letterhead and notarized ) :

Organization Name	Address	Type of Ownership		
1				
2				
3				
4				
5				
6				

(c) The following persons possess an ownership interest in the Contractor. If the Contractor is a corporation, list all of the officers of the corporation and the names of each stockholder whose shares exceed twenty-five (25) percent of the outstanding stock, if none, state none. Use additional sheet if necessary ( Must be on company letterhead and notarized ):

Name	Title	DOB	Stock %	
1				
2				
3				
4				
5				
6				
7				

(d) Of the following of the affiliates, individuals or business entities identified in this affidavit, list each that owns, owned, or within one (1) year prior to the date of this disclosure has owned, taxable property situated in the City of New Haven, if none state none. Use additional sheet if necessary ( Must be on company letterhead and notarized ):

Name	Title	Affiliated Company (if none state NONE)	Address	DOB
1				
2				
3				
4				
5				



(e) If the Contractor conducts business under a trade name, the following additional information is required: the place where such entity is incorporated or is registered to conduct such business; and the address of its principal place of business, if none, state none:

TRADE NAME	PLACE OF INCORPORATION/REGISTRY	PRINCIPAL PLACE OF BUSINESS
1		
2		
3		
4		
5		
6		

I hereby certify that the statements set forth above are true and complete, and I understand that any incorrect information or omission of information from this affidavit may result in the immediate termination of the Contractor's agreement with the City of New Haven.

(Signed) \_\_\_\_\_  
Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Title)  
My commission expires \_\_\_\_\_, \_\_\_\_\_.

### This Form Must be Notarized

### FOR CITY OF NEW HAVEN USE ONLY:

TAX COLLECTOR CERTIFICATION AS TO THE CONTRACTOR:	ASSESSOR CERTIFICATION AS TO THE CONTRACTOR:
___ NO BACK TAXES OWED	___ CURRENT LIST OF TAXABLE PROPERTY FILED
___ BACK TAXES W/CURRENT AGREEMENT	___ CURRENT LIST OF TAXABLE PROPERTY NOT REQUIRED
___ BACK TAXES W/DEFAULT AGREEMENT	
AS TO ALL AFFILIATES:	AS TO ALL AFFILIATES:
___ NO AFFILIATES LISTED	___ NO AFFILIATES LISTED
___ NO BACK TAXES OWED	___ CURRENT LIST OF TAXABLE PROPERTY FILED
___ BACK TAXES W/CURRENT AGREEMENT	___ CURRENT LIST OF TAXABLE PROPERTY NOT REQUIRED
___ BACK TAXES W/DEFAULT AGREEMENT	
___ OK TO PROCESS AGREEMENT	___ OK TO PROCESS AGREEMENT
BY: _____ TAX COLLECTOR	BY: _____ ASSESSOR