

City of Melfort Policy Manual

<i>POLICY TITLE:</i> Hold Policy Residential & Commercial Lots	<i>POLICY NUMBER:</i> <div style="text-align: center;">7.20</div>	<i>EFFECTIVE DATE:</i> February 10, 2003
<i>ORIGIN:</i> Planning & Development Committee	<i>ADOPTED BY COUNCIL ON:</i> February 10, 2003	<i>DATE:</i>

I. PURPOSE

To establish a hold policy for City of Melfort residential and commercial lots.

II. RESIDENTIAL LOTS

1. A lot may be put on hold for 30 days with a \$200.00 non-refundable deposit. If the lot is purchased the deposit will be deducted from the purchase price. At the time the lot is put on hold, you will be given a date and time (4:30 p.m.) the hold will expire.
2. A hold on a lot does not give the right of possession or any legal claim to the lot. It is intended to allow a temporary right of first refusal on a lot to allow potential purchasers a period of time to finalize their decision to purchase. Absolutely no construction is allowed until the **AGREEMENT FOR SALE OF LAND** has been approved.
3. The City of Melfort accepts no responsibility to contact the individual or contractor to inform them that the hold has expired. It is the responsibility of the individual or the contractor to keep track of when their hold expires.
4. The Director of Planning, Development & Leisure Services may, at his discretion, designate certain lots that cannot be put on hold.
5. If a renewal of a hold is required, it may be granted one time for an additional 30 days with an additional \$200.00 non-refundable deposit providing there are no other requests for the lot.
6. If a lot is on hold and the Director of Planning, Development & Leisure Services receives a subsequent request to purchase the lot accompanied by a down payment cheque (10%), the following shall apply:

- The Director of Planning, Development & Leisure Services will conditionally accept a cheque from the party making the request to purchase.
- The current hold shall stand until the time has expired. The Director of Planning, Development & Leisure Services will not be responsible to contact the current holder to inform them of the impending sale.
- If the lot is purchased by the party with the current hold on the lot, the subsequent party's cheque shall be returned.
- If the lot is not purchased by the party with the current hold on the lot, the subsequent party shall be informed his purchase can proceed.

In either situation, the Director of Planning, Development & Leisure Services will make every reasonable effort to inform the subsequent party, on the status of the purchase, within 24 hours after the original hold has expired.

7. A hold or renewal on a lot must be done in person signing the appropriate document (see attached "Application for Hold on Residential Lot").
8. Individuals or contractors will not be allowed to hold more than one lot at a time.
9. If you purchase the lot you have on hold your name appears on the agreement.

III. COMMERCIAL LOTS

1. A lot may be put on hold for 30 days with a \$1000.00 or 5% of the purchase price (whichever is greater) non-refundable deposit. If the lot is purchased the deposit will be deducted from the purchase price. At the time the lot is put on hold, you will be given a date and time (4:30 p.m.) the hold will expire.
2. A hold on a lot does not give the right of possession or any legal claim to the lot. It is intended to allow a temporary right of first refusal on a lot to allow potential purchasers a period of time to finalize their decision to purchase. Absolutely no construction is allowed until the **AGREEMENT FOR SALE OF LAND** has been approved.
3. The City of Melfort accepts no responsibility to contact the individual or contractor to inform them that the hold has expired. It is the responsibility of the individual or the contractor to keep track of when their hold expires.
4. The Director of Planning, Development & Leisure Services may, at his discretion, designate certain lots that cannot be put on hold.
5. If a renewal of a hold is required, it may be granted one time for an additional 30 days with an additional \$1000.00 or 5% of the purchase price (whichever is greater) non-refundable deposit providing there are no other requests for the lot.

6. If a lot is on hold and the Director of Planning, Development & Leisure Services receives a subsequent request to purchase the lot accompanied by a down payment cheque (10%), the following shall apply:
 - The Director of Planning, Development & Leisure Services will conditionally accept a cheque from the party making the request to purchase.
 - The current hold shall stand until the time has expired. The Director of Planning, Development & Leisure Services will not be responsible to contact the current holder to inform them of the impending sale.
 - If the lot is purchased by the party with the current hold on the lot, the subsequent party's cheque shall be returned.
 - If the lot is not purchased by the party with the current hold on the lot, the subsequent party shall be informed his purchase can proceed.
In either situation, the Director of Planning, Development & Leisure Services will make every reasonable effort to inform the subsequent party, on the status of the purchase, within 24 hours after the original hold has expired.
7. A hold or renewal on a lot must be done in person signing the appropriate document (see attached "Application for Hold on Commercial Lot").
8. Individuals or contractors will not be allowed to hold more than one lot at a time.
9. If you purchase the lot you have on hold your name appears on the agreement.



Planning, Development & Leisure Services

APPLICATION FOR HOLD ON RESIDENTIAL LOT

Date	
Applicant	
Mailing Address	
Daytime Phone	
Other Phone	
Fax	
E-Mail	
Lot Price	
Lot Address	
Legal Description	Lot Block Plan
Expiry Date	
Expiry Time	
Deposit Paid	
Approved – Initials both Parties	
Date Extended	
Extended Expiry Date	
Extended Expiry Time	
Additional Deposit Paid	
Approved – Initials both Parties	

Comments

I have read and I agree with the Hold Policy and conditions as outlined on the reverse side of this document.

City of Melfort Representative

Applicant's Signature



Planning, Development & Leisure Services

APPLICATION FOR HOLD ON COMMERCIAL LOT

Date	
Company	
Contact	
Mailing Address	
Daytime Phone	
Other Phone	
Fax	
E-Mail	
Lot Price	
Lot Address	
Legal Description	Lot Block Plan
Expiry Date	
Expiry Time	
Deposit Paid	
Approved – Initials both Parties	
Date Extended	
Extended Expiry Date	
Extended Expiry Time	
Additional Deposit Paid	
Approved – Initials both Parties	

Comments

I have read and I agree with the Hold Policy and conditions as outlined on the reverse side of this document.

City of Melfort Representative

Applicant's Signature