

**TOWN OF CARLYLE  
POLICY MANUAL**

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**POLICY DESCRIPTION:**

**Purchase of Town Property**

**POLICY NUMBER:**

**PRO00010**

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**DATE APPROVED:**

**DATE REVISED:**

**RESOLUTION #**

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**Purpose of Policy:** To ensure consistency and clarity for anyone wanting to purchase property for sale by the Town of Carlyle.

1. All applications to purchase town property will be approved by resolution of Council.
2. The purchase price of the property will be determined by resolution of Council.
3. A deposit of 10% of the purchase price is to be made at the time of the application, refundable only if the application is not approved.
4. All construction must conform to current zoning and building bylaws of the Town of Carlyle.
5. Development on the property must begin within one year from the date of acceptance of the application. Otherwise, the deposit shall be forfeited and the application shall be void.
6. Vacant property is not transferable.
7. A Building Permit must be obtained before the start of construction.
8. The transfer of title will commence upon receipt of the total purchase price and in compliance with the conditions of this policy.
9. Council may apply special conditions as deemed necessary on an individual basis.