



City of Virginia Beach:

Department of Public Works
Office of Real Estate

Municipal Center, Building 23

2473 N Landing Drive

Virginia Beach, Virginia 23456

Phone: (757) 385-4161 Fax: (757) 385-4456

APPLICATION

EXCESS CITY OWNED PROPERTY

\$150 APPLICATION FEE (NON-REFUNDABLE)

MAKE CHECK PAYABLE TO: Treasurer, City of Virginia Beach

Application fee covers one parcel unless the parcels are contiguous.

APPLICANT:

PHONE NUMBER & EMAIL:

MAILING ADDRESS:

LOCATION OF PROPERTY:

PLEASE EXPLAIN THE REASON FOR INTEREST:

PURCHASE____SELL____LEASE ____

\$ Offer:

Attached Photo(s) & Exhibit? Yes____or No ____

FOR INDIVIDUALS	FOR BUSINESSES
Married? __Yes __No	__ Corporation __Partnership
Spouse's Name	State in which licensed or incorporated
FOR NON-PROFIT ORGANIZATIONS	
__ Church __Civic League __ Other	If partnership, what type?
Person authorized to sign	Person authorized to sign
Title	Title

See attached information sheet for requirements and additional information.

Revised 11/26/2024

APPLICATION FOR ACQUISITION OF EXCESS CITY OWNED PROPERTY

INFORMATION & REQUIREMENTS SHEET

Attach to the application, copies of any existing maps or plats that you may have which show the property requested. It is important that the size and dimensions of the parcel be defined as closely as possible at the time of application submittal. **NOTE:** Please provide photographs of the property requested to be considered for declaration as excess. **Submittal of 1 copy each of the photographs and exhibit drawing(s) by hardcopy or electronically (via email) in a PDF or JPG format to PW Real Estate at**

pwrealestate@vb.gov is preferred.

THIS APPLICATION WILL NOT BE PROCESSED WITHOUT PHOTOGRAPH(s) & EXHIBIT

Fee is due upon receipt of application. Certified Check or Money Order Only – No Personal Checks

Once City Council has declared the parcel excess of the city needs, the applicant will be responsible for certain legal and engineering survey work. Because these items are beyond the control of the city, a total processing time is impossible to estimate. For the time that the city is in control of the process, it is estimated to require eight (8) to twelve (12) weeks.

If the request is denied prior to being heard by Council in formal session, you will be notified. You have the right to appeal to City Council by gaining support of a Councilmember to sponsor your appearance.



The disclosures contained in this form are necessary to inform public officials who may vote on the application as to whether they have a conflict of interest under Virginia law. Completion and submission of this form is required for all applications that pertain to City real estate matters or to the development and/or use of property in the City of Virginia Beach requiring action by the City Council, boards, commissions, or other bodies.

SECTION 1: APPLICANT DISCLOSURE

APPLICANT INFORMATION

Applicant Name:

as listed on application _____

Is Applicant also the Owner of the subject property? Yes ☐ No ☐

If no, Property Owner must complete SECTION 2: PROPERTY OWNER DISCLOSURE (page 3).

Does Applicant have a Representative? Yes ☐ No ☐

If yes, name Representative: _____

Is Applicant a corporation, partnership, firm, business, trust or unincorporated business? Yes ☐ No ☐

If yes, list the names of all officers, directors, members, or trustees below AND businesses that have a parent- subsidiary ¹ or affiliated business entity ² relationship with the applicant. (Attach list if necessary.)

Does the subject property have a proposed or pending purchaser? Yes ☐ No ☐

If yes, name proposed or pending purchaser: _____

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Virginia Beach have an interest in the subject land or any proposed development contingent on the subject public action? Yes ☐ No ☐

If yes, name the official or employee, and describe the nature of their interest.

APPLICANT SERVICES DISCLOSURE

READ: *The Applicant must certify whether the following services are being provided in connection to the subject application or any business operating or to be operated on the property. The name of the entity and/or individual providing such services must be identified. (Attach list if necessary.)*

SERVICE	YES	NO	SERVICE PROVIDER (Name entity and/or individual)
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	☐	☐	
Real Estate Broker/Agent/Realtor	☐	☐	

SECTION 1: APPLICANT DISCLOSURE *continued*

SERVICE	YES	NO	SERVICE PROVIDER (Name entity and/or individual)
Accounting/Tax Return Preparation	☐	☐	
Architect/Designer/Landscape Architect/Land Planner	☐	☐	
Construction Contractor	☐	☐	
Engineer/Surveyor/Agent	☐	☐	
Legal Services	☐	☐	

APPLICANT CERTIFICATION

READ: I certify that all information contained in this Form is complete, true, and accurate. I understand that, upon receipt of notification that the application has been scheduled for public hearing, I am responsible for updating the information provided herein three weeks prior to the meeting of Planning Commission, City Council, VBDA, CBPA, Wetlands Board or any public body or committee in connection with this application.

Applicant Name (Print)

Applicant Signature

Date

¹ "Parent-subsidary relationship" means "a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation." See State and Local Government Conflict of Interests Act, VA. Code § 2.2-3101.

² "Affiliated business entity relationship" means "a relationship, other than parent-subsidary relationship, that exists when (i) one business entity has a controlling ownership interest in the other business entity, (ii) a controlling owner in one entity is also a controlling owner in the other entity, or (iii) there is shared management or control between the business entities. Factors that should be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person own or manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a close working relationship between the entities." See State and Local Government Conflict of Interests Act, Va. Code § 2.2-3101.

FOR CITY USE ONLY:

No changes as of (date): _____

Staff Name (Print)

Staff Signature

Date

SECTION 2: PROPERTY OWNER DISCLOSURE

PROPERTY OWNER INFORMATION

Property Owner Name:

as listed on application _____

Is the Owner a corporation, partnership, firm, business, trust, or unincorporated business? Yes ☐ No ☐

If yes, list the names of all officers, directors, members, or trustees below AND businesses that have a parent-subsidary ¹ or affiliated business entity ² relationship with the applicant. (Attach list if necessary.)

Does the subject property have a proposed or pending purchaser? Yes ☐ No ☐

If yes, name proposed or pending purchaser: _____

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Virginia Beach have an interest in the subject land or any proposed development contingent on the subject public action? Yes ☐ No ☐

If yes, name the official or employee, and describe the nature of their interest.

PROPERTY OWNER SERVICES DISCLOSURE

READ: The Owner must certify whether the following services are being provided in connection to the subject application or any business operating or to be operated on the property. The name of the entity or individual providing such services must be identified. (Attach list if necessary.)

SERVICE	YES	NO	SERVICE PROVIDER (Name entity and/or individual)
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	☐	☐	
Real Estate Broker/Agent/Realtor	☐	☐	
Accounting/Tax Return Preparation	☐	☐	
Architect/Designer/Landscape Architect/Land Planner	☐	☐	
Construction Contractor	☐	☐	
Engineer/Surveyor/Agent	☐	☐	
Legal Services	☐	☐	

PROPERTY OWNER CERTIFICATION

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Property Owner Name (Print)

Property Owner Signature

Date