

**N.W.O. DISTRICT  
CHURCH OF THE NAZARENE**

**REQUEST FOR APPROVAL  
TO PURCHASE LAND**

Before filling out this form, read First Decisions, Site Selection and Development, and Energy and Engineering sections.

1. Date \_\_\_\_\_
2. In compliance with the latest church *Manual* provisions the \_\_\_\_\_  
Church requests permission from the District Board of Church Properties to purchase land at  
\_\_\_\_\_ address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_  
The total acreage is \_\_\_\_\_.
3. The land is to be used for \_\_\_\_\_  
\_\_\_\_\_
4. The approval of your church board must precede submittal of any purchase offer. An offer to purchase the property must be prepared by the church's attorney and must include the statement that the church requires that a period of 80 days shall be granted for a feasibility study by the church; that the study must win the approval of the District Board of Church Properties and the district superintendent; that financing satisfactory to the church can be secured; that the offer be null and void, and that any deposit will immediately be refunded if the study should reveal any conditions rendering the land unsuitable for the church's purpose. The feasibility study shall answer the questions contained in this application. It is required that the local church secure the counsel of a competent attorney and other professionals as required throughout these negotiations.
5. The feasibility study shall be accompanied with an area map showing zoning, natural and constructed barriers, locations of churches, shopping centers, public schools, high and low density housing, slums, public nuisances, high crime areas, public transportation lines and projected new lines, commercial areas other than shopping centers, present and proposed industries, public parks and political boundaries, easements, etc.
6. A survey of the site shall accompany this feasibility study, showing boundaries, adjoining roads, easements, buildings, plantings, setback areas, utility lines, etc.
7. A survey of the topography, including notes on steep grades, roads, rocky areas, trees, existing structures, etc., is required. Include photographs of site looking into site and from site looking out in all directions.
8. A plot plan should accompany this feasibility study, showing the maximum future development of this property by the church. This plan should show the general areas for phase one development and future expansion for parking, education, sanctuary, recreation/fellowship, and landscape plus any other anticipated building.
9. It is usually desirable that the land be generally square in shape. What is the frontage? (Around 200 feet is suggested.) \_\_\_\_\_
10. Has the church made a long-range study of its future ministry, and are the population trends of the community sufficient to warrant the purchase of this new land? (Attach study.) \_\_\_\_\_
  - a. Is the population of the community moving in the direction of the proposed church facility? \_\_\_\_\_
  - b. Is the population stable? Is there heavy movement of residents in and out of the area? \_\_\_\_\_
  - c. Is the area one in which the church can expand its ministry and appeal to a wide range of the population? \_\_\_\_\_ Attach a copy of this study.
11. Is the land located in an area socially acceptable to the church and community? Explain \_\_\_\_\_  
\_\_\_\_\_

12. Is the land free from public nuisances such as dumps, factory odors, transportation noise, unsightly developments, etc.? \_\_\_\_\_
13. Does the land have high visibility? \_\_\_\_\_ Describe: \_\_\_\_\_  
\_\_\_\_\_
14. Is the land approachable from at least two directions? \_\_\_\_\_ Describe: \_\_\_\_\_
15. Has a title search been made? \_\_\_\_\_
- a. List encumbrances, if any. \_\_\_\_\_  
\_\_\_\_\_
- b. What, if any, easements are there? \_\_\_\_\_  
\_\_\_\_\_
- Will they hinder the intended usage? \_\_\_\_\_  
\_\_\_\_\_
- c. What, if any, are the referral clauses? \_\_\_\_\_  
\_\_\_\_\_
- d. What, if any, are building restrictions in the deed? \_\_\_\_\_  
\_\_\_\_\_
- e. What, if any, are other restrictions of recorded covenants? \_\_\_\_\_  
\_\_\_\_\_
- f. What, if any, are the restrictive rights, and how would they hinder usage? \_\_\_\_\_  
\_\_\_\_\_
16. What is the present zoning? \_\_\_\_\_  
Are you certain that this is the latest zoning? \_\_\_\_\_ Is a zoning change pending? \_\_\_\_\_ Is a zoning change necessary for the church to use the land as intended? \_\_\_\_\_
17. Is the usable land the same as the total purchase area? \_\_\_\_\_  
Is the property boundary to the edge of the road easement or to the middle of the road? \_\_\_\_\_  
\_\_\_\_\_
18. What are the property building setback measurements? \_\_\_\_\_
19. Is the soil adequate to support the proposed buildings? (Secure the professional advice, in writing.) \_\_\_\_\_  
\_\_\_\_\_
- What are the bedrock elevations? \_\_\_\_\_
20. Is there evidence of standing water or poor drainage? \_\_\_\_\_  
Is it desirable that there be some slope to the land, preferably up from the road. Describe the drainage pattern and the ground water table: \_\_\_\_\_  
\_\_\_\_\_

21. Will there be adequate drainage of the land after all proposed buildings and hard surfaces are constructed? \_\_\_\_\_  
\_\_\_\_\_
22. Will present storm sewers be adequate? \_\_\_\_\_ If not, how much will it cost to install sewers or other structures for adequate drainage? \_\_\_\_\_  
\_\_\_\_\_
23. Is public sewer available? \_\_\_\_\_ If so, may we tap into it? \_\_\_\_\_  
\_\_\_\_\_
- What will it cost to connect and run the necessary lines? \_\_\_\_\_
- If there is no public sewer, a septic system must be installed. Has the soil passed a percolation test? \_\_\_\_\_
- Attach a copy of the results. What kind of system and how much will it cost to put in the sewage disposal? \_\_\_\_\_  
\_\_\_\_\_
- How much land will be required for the system? Show this to scale on the site plan. \_\_\_\_\_  
\_\_\_\_\_
24. Is public water available? \_\_\_\_\_ If so, may we tap into it? \_\_\_\_\_
- What will it cost to connect and run the necessary lines? \_\_\_\_\_
25. Is public gas available? If so, may we tap into it? \_\_\_\_\_
- What will it cost to connect and run the necessary lines? \_\_\_\_\_
26. Is public electricity available? \_\_\_\_\_ If so, may we connect? \_\_\_\_\_ What type of service is available overhead \_\_\_\_\_ underground \_\_\_\_\_ power characteristics \_\_\_\_\_  
\_\_\_\_\_
27. Is public telephone service available? \_\_\_\_\_
28. What, if any, federal, state, county, or city requirements are necessary to connect a driveway to the public highway, road, or street? Will additional land be dedicated for right-of-way? Will the street be widened? When? \_\_\_\_\_ Cost \_\_\_\_\_
29. Are culverts necessary? \_\_\_\_\_ If so, of what type and how much will they cost to install? \_\_\_\_\_  
\_\_\_\_\_
30. Will it be necessary to install a deceleration pull-off lane and curbing? If so, what length will they be and how much will it cost to install such? \_\_\_\_\_
31. What is the off-street parking requirement? State ratio and size (a 3:1 ratio is realistic for growth): \_\_\_\_\_
- What are the measurement requirements for parking? \_\_\_\_\_
- Show on an attached plot plan where the parking would be placed. Are a hard surface and curbs required for the parking? \_\_\_\_\_ What kinds of surface is acceptable? \_\_\_\_\_

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Are landscape and irrigation required? \_\_\_\_\_

32. Are there any city, county, or state moratoriums that would delay construction? \_\_\_\_\_ If so, explain:

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

Are building permits available now and at the expected time of construction? \_\_\_\_\_ If not, explain:

\_\_\_\_\_  
Cost of permit \_\_\_\_\_

33. Will your intended use win an environmental impact permit (if required)? What site development and construction plans will be required to comply with all environmental regulations? \_\_\_\_\_

34. What is the asking price? \_\_\_\_\_ What is the offered price? \_\_\_\_\_ How does this price compare to similar land in the area? \_\_\_\_\_

35. Has a professional appraisal of the land been made: \_\_\_\_\_ (If so, attach copy.) Who made the appraisal? \_\_\_\_\_

36. Who is the realtor? \_\_\_\_\_

37. At the closing or settlement meeting, you may be required to pay the following closing costs: transfer tax, title search fee, survey fee, credit rating investigation fee, property tax adjustment, percolation test fee, deed preparation fee, deed and mortgage recording fees, attorney's fees, and other costs. It is necessary that you check to determine these fees and include the approximate total closing cost. Attach copy.

38. In your opinion, is the proposed purchase plan advisable and practical? \_\_\_\_\_

39. Explain method of finance. (See "Request for Approval to Borrow Money") form and submit if you will borrow funds.)

40. When is building or development of the site anticipated? How will the financing or building be coordinated with the site cost? \_\_\_\_\_

**APPROVAL FORM**

See the Milestone Chart in Building Program Procedures Section for times to submit information to the district church authority. Use this form as a record of official actions.

**STEP ONE – PRELIMINARY APPROVAL REQUEST**

Prior to fully completing this form and obligating the church contractually, submit all the general information concerning the proposed purchase that is available. Utilize the form and answer as many questions as possible. Submit this preliminary approval request to the District Board of Church Properties after a straw vote of the church board.

A. Straw vote: Number of ballots: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

B. Show financing method and possible cost.

C. Action of District Board of Church Properties:

Preliminary approval to negotiate a contract and complete a feasibility study is: Given \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_ Signed: \_\_\_\_\_

Secretary, District Board of Church Properties

D. Special instructions are attached.

**STEP TWO – APPROVAL REQUEST**

Complete this feasibility study (answer all questions that apply) and submit for approval.

A. Please record here the official vote on the project by your church board.

Date \_\_\_\_\_ Number of ballots \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

B. Please return this application to the district superintendent for the approval of the District Board of Church Properties.

C. The above plans are approved by the District Board of Church Properties.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Secretary, District Board of Church Properties

This application is returned to the pastor for the church membership vote.

D. Please record here the vote on this project by your church membership.

Date: \_\_\_\_\_ Number of ballots \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Signed: \_\_\_\_\_

Secretary, Church Board

E. Please return this application to the district superintendent for final approval.

F. Final approval to purchase, according to the above information, is hereby given.

Copies to church and district file.

Special instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

District Superintendent