To: Interested Business and Site Selectors  
From: Daniel Lindstrom, Development Services Director  
Date: January 1, 2022  
RE: De Pere –Option to Purchase Process

The City of De Pere understands businesses need to plan for their future growth and expansion; therefore, the City allows interested parties to obtain an offer to purchase for parcels owned and controlled by the City of De Pere. Once a property has been developed or redeveloped (environmental remediation, new utilities and roads, etc.) the Development Services Department markets the property and acts as the "listing broker." Because most of these properties are in Tax Incremental Financing (TIF) Districts in which most of the City's development costs will be recovered through the property taxes generated by the new development, prospective buyers are asked to submit a letter of intent and preliminary site and building plans with their purchase offers so that staff can calculate the taxable value of the proposed development.

**Letter of Intent**

To obtain an Option to Purchase, please provide the City with the following information in a Letter of Intent sent to the City of De Pere Development Services Department:

- A short introduction and business summary.
- The need and future intended use of the property, including a description of building development.
- A map, description (legal or otherwise), of the property, including requested acreage.
- The length of the requested option. Please note the City typically keeps options to no more than 3 years.
- Conceptual building plans and anticipated future building value.
- Name of option requestor and the potential purchaser.

Note: the City can approve options for full parcels or portions of larger parcels.

**Approval Process**

Upon receipt of a Letter of Intent, the City will present the option to purchase to the Finance and Personnel Committee. If the Committee recommends approval to the Common Council, The City Attorney will draft the formal Offer to Purchase. The City typically requires a $500/acre per year option fee.

The agreement would also spell out how to exercise the option, purchase timelines, the purchase price (less option fees paid), any necessary land divisions, closing, site plan, and building development requirements etc. The closing date for a sale will require an approved site plan from the De Pere Plan Commission. Simply, the Offer to Purchase will spell out the future sale/ development agreement with an option to purchase added to it to provide flexibility for the business or purchaser. The city reserves the right to condition the sale of an option parcel on a approved site plan by the De Pere Plan Commission.

**Available Properties**

The following link identifies properties available in the two City of De Pere industrial parks.   
Link: [Locate in De Pere / De Pere, Wisconsin (deperewi.gov)](deperewi.gov)