



TOWN OF HARTLAND

TENDER 2022-004-MTY

PROPERTY SALE OF 4 MONTY STREET



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1. BASIC DETAILS

1.1 INVITATION TO BID

The Town of Hartland welcomes bids to purchase, on an “as is – where is” basis, its property at: **4 Monty Street, Hartland, NB, E7P 1J6**. The Parcel Identification (PID) for this property is **10103786**. The Property Account Number (PAN) for this property is **00484466**. Service New Brunswick (SNB) identifies this property as a “vacant lot.”

1.2 PROPERTY SIZE

The property at 4 Monty Street is approximately 400 square meters in size, with a depth is 30 meters, a front width (off Monty Street) of 13.8 meters, and a rear width (at the back) of 12.5 meters.

1.3 ASSESSMENT VALUE

In 2022, the province assessed the property at 4 Monty Street at \$10,000. The Town’s property tax rate in 2022 was 1.4995 per \$100, which made this property subject to an annual property tax levy of \$149.95.

1.4 ZONING

The property at 4 Monty Street is zoned Residential 2, which permits a range of residential and accessory uses. For more details, see the Town of Hartland’s zoning by-law B-46 (<https://townofhartland.ca/Home/DownloadDocument?docId=8032f513-8546-48ac-a80a-fac547a6ea08>). In this bylaw, permitted uses include a single-family dwelling as well as a garage (if consolidated with a neighboring property as an accessory structure).

1.5 REGARDING USE FOR A SINGLE-FAMILY DWELLING

If the purchaser intends to use this property for a single-family dwelling, its dimensions will be limited by the requirements outlined in the table below, which are taken from the Town’s zoning by-law B-46:

Lot Component	Single Family Dwelling
Minimum lot area	650.3 m ² (7,000 ft ²)
Minimum lot frontage	<i>Interior lot:</i> 23 m (75 ft) <i>Corner lot:</i> 25 m (82 ft)
Minimum front / flankage yard	7.5 m (24.6 ft)
Minimum rear yard	6.5 m (20 ft)
Minimum side yard	2 m (6 ft)
Maximum Height	9.14 m (30 ft)
Maximum lot coverage	<ul style="list-style-type: none"> • Main Building or Structure: <ul style="list-style-type: none"> - Interior Lot = 50% - Corner Lot = 45% • Accessory Buildings and structures = 5%

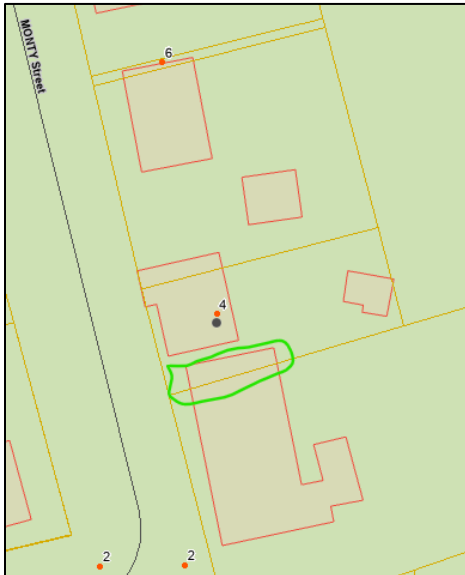
Note that while the property's substandard area and frontage will be grandfathered in, the required setbacks from front, rear, and side lot lines will limit the maximum house size (e.g., 9 meters wide by 16 meters long). Any construction would also need to conform to the National Building Code, including fire separation requirements from any neighboring structures. For more information regarding zoning or building requirements, please contact the Western Valley Regional Service Commission at (506) 276-3610 or toll free at (866) 312-8800.

1.6 CONTAMINATIONS OR HAZARDS

The Town is unaware of any contaminations or hazards on the parcels of land and offers the land on an as is basis.

1.7 REGARDING THE NEIGHBORING PROPERTY AT 2 MONTY STREET

The provincial [mapping system](#) (GeoNB) shows that the neighboring house at 2 Monty Street appears to be built over the property line of 4 Monty Street (see graphic below). To confirm the location of the property line between 2 Monty Street and 4 Monty Street, the purchaser may hire a surveyor. At no time and under no circumstances will the Town bear any responsibility or take any action to resolve a dispute arising from the location of the property line between 4 Monty Street and 2 Monty Street. The bidder will assume all risks now and in the future regarding any such dispute.

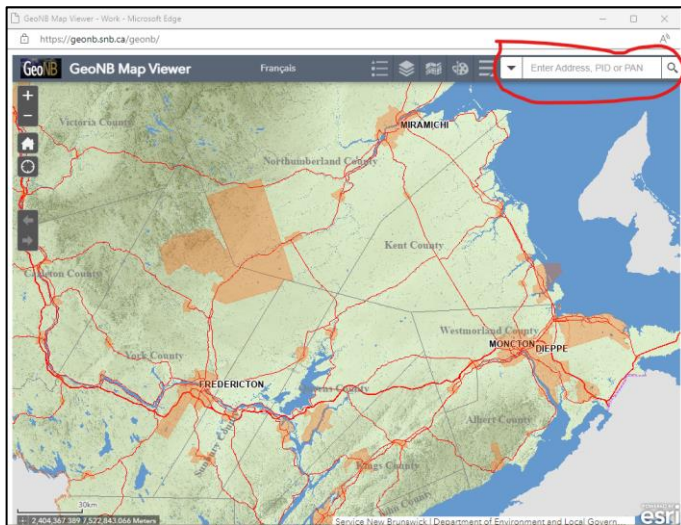


INSTRUCTIONS TO ACCESS PROVINCIAL MAPPING SYSTEM (GeoNB):

- In a web browser, type the following URL: <http://www.snb.ca/geonb1/e/index-E.asp>
- Click the GeoNB Map Viewer link (in most browsers, it appears in middle of the page):



- Result: The GeoNB map window opens and asks you to agree to **Terms and Conditions**. Click the empty **checkbox** to agree and then click **Ok**.
- In the GeoNB window, to search for a property, enter its street address (street, town, province, postal code) and then click the **magnifying glass** icon on the right. Alternatively, you can enter a PID or a PAN.



2. BID INSTRUCTIONS

2.1 HOW TO OBTAIN TENDER

The Tender document may be obtained by:

- getting a printed copy from the Town's Clerk or Treasurer at Town Hall (31 Orser Street, Hartland, NB, E7P 1R4)
- downloading a soft copy from the Town's website (<https://townofhartland.ca/p/tenders-and-proposals>),
- downloading a soft copy from NBOB (New Brunswick Opportunities Network).

To access the NBOB list of tenders, click the following link:

<https://nbon-rpanb.gnb.ca/welcome?language=En>

2.2 HOW TO BID

To purchase the property at 4 Monty Street, you must submit a signed **letter of offer** that references this tender and specifies the following information (a) the offer price in Canadian (CAD) dollars and (b) the purchaser's personal contact information, which must include his or her full name, address, phone number, alternate phone number, and email. See Section 6 for a sample letter of offer.

You must submit three (3) copies of your letter of offer to the Town in a sealed and plainly marked envelope by **3:00 PM AST on Monday, August 22, 2022.**

that is endorsed, on the outside of the envelope, as follows:

TENDER 2022-004-MTY
PROPERTY SALE OF 4 MONTY STREET

and is addressed as follows:

TOWN OF HARTLAND
31 ORSER ST
HARTLAND, NB. E7P 1R4
ATTENTION: Gaby Mann, Manager of Tourism and Community Development

Note: all submissions become the property of the Town of Hartland.

2.3 MINIMUM BID

The Town has not set a minimum bid for this property. However, the Town may not award the property to the high bidder if his or her bid is lower than the property's assessment value of \$10,000.

2.4 INFORMATION REQUESTS

All requests for additional information, clarification, or instructions concerning this Tender must be sent by email and received by the Town no later than **Monday, August 15, 2022**. Your email must be submitted to gaby.mann@townofhartland.com and clearly reference this Tender by its ID in the subject line. The Town of Hartland or its designated representative will assume no responsibility for oral instructions or suggestions.

All questions and responses will be documented and will be made available to all bidders on the Town's website and NBON.

2.5 BIDDER EXPENSES

The Town of Hartland will not be liable for any costs incurred by a bidder in responding to this tender, including any and all expenses incurred in preparing, delivering, or presenting their bid to the Town of Hartland, regardless of whether the Town awards the contract through this process, decides to not go forward with the sale, cancels this tender for any reason, or contracts the tender through some other process or by issuing another tender.

2.6 MUNICIPAL FEES AND CHARGES

All prospective purchasers are strongly advised to review and consider the fees and charges, such as the property taxes and water and sewer user fees, that may apply in the future if they are the successful purchaser of this property.

2.7 CHALLENGES TO PROCESS FROM BIDDERS

Any bidder finding any discrepancy in, or omission from this tender, be in doubt as to meaning, or feeling that this tender is discriminatory, shall notify at once the Town of Hartland in writing ten (10) days prior of the scheduled tender closing date.

The Town of Hartland will then notify all bidders in writing, by addendum duly issued, of any interpretations made of the request for further instructions.

3. BID RECEIPT, EVALUATION, AND AWARD

3.1 SECURITY OF BIDS

All received bids will be held unopened in a secure location by the Town until the opening ceremony.

3.2 RECEIPT OF BIDS

On receiving an envelope identified as a bid for this tender, the Town Treasurer or Clerk shall mark on it the time and date on which it was received and shall retain it unopened in a safe place.

3.3 OPENING OF BIDS

The Town Treasurer shall open the sealed bid packages at the Hartland Town Hall in Council Chambers as soon as possible after 3 p.m. local time on Monday, August 22, 2022. This ceremony shall be open to the public and conducted in the presence of at least one person who did not submit a bid, which person may be a Town employee.

3.4 REJECTION OF BIDS

After opening the sealed envelopes, the Treasurer shall examine their contents and shall reject every bid that does not comply with all the requirements of **Section 2.2**.

If all bids are rejected by the Treasurer, the Treasurer shall declare that there is no successful purchaser.

3.5 AWARD OF TENDER

The Town of Hartland will award this Tender to the highest bidder. Where two or more offers are equal in price, the offer that is received first shall be deemed the higher bid.

3.6 NOTIFICATION OF AWARD

The Town will notify the highest bidder by email to declare that they are the successful purchaser.

4. PAYMENT

4.1 PRELIMINARY DEPOSIT

Once the Town notifies the High Bidder that their offer has been accepted, the High Bidder must submit a non-refundable preliminary deposit equal to 10% of the offer price to the Town within five (5) business days.

4.2 FAILURE TO PAY PRELIMINARY DEPOSIT

If the High Bidder fails to submit the preliminary deposit as stipulated in Section 4.1, the Town may reject the High Bid and seek to obtain the deposit from the next higher bidder. The Town may continue to follow this process with the next high bidder until the Town secures the preliminary deposit.

4.3 FINAL PAYMENT

From the date that the Town receives the preliminary deposit, the High Bidder will have up to thirty (30) calendar days to pay the balance of the offer price (that is, the offer price minus the preliminary deposit).

4.4 FAILURE TO RENDER FINAL PAYMENT

If the High Bidder cannot render final payment according to the requirements of Section 4.3, the Town may seek to reach an agreement to purchase with the next higher bidder. The Town may continue to follow this process with the next high bidder until the Town receives payment in full for the property.

4.5 RESPONSIBILITY TO PAY LEGAL FEES

The High Bidder will be responsible to pay for all legal fees that are associated with the transfer of the property from the Town to the High Bidder, including any legal fees incurred by the Town, which may choose, at its sole discretion, its own lawyer.

5. OTHER INFORMATION

5.1 UNPAID TAXES, FEES, FINES

The Town will not seek payment from the successful purchaser for any unpaid taxes, fees, or fines that may have been associated with a past owner of this property.

5.2 COMPLIANCE WITH LAWS AND BYLAWS

The purchaser of the property at 4 Monty Street shall comply with all the laws and bylaws applicable to the property, including the bylaws that address a dangerous premises or an unsightly premises.

5.3 EXCEPTIONS

The submission of a bid shall be considered an agreement to all the terms and conditions provided herein, unless specifically noted otherwise in the tender.

5.4 TOWN'S RIGHTS

The Town (a) reserves the right NOT to award this Tender, (b) may cancel this Tender at any time prior to the submission deadline on Monday, August 22, 2022, and (c) may dispose of the property at 4 Monty Street by other means.

6. SAMPLE LETTER OF OFFER

August 1, 2022

Jane Johnson
100 Main Street
Hartland, NB, Y7Z 1X1

Dear Treasurer,

I am writing to offer \$15,000 for the property at 4 Monty Street in Hartland, New Brunswick.

I will be the purchaser. My contact information is as follows:

- Name: Jane Johnson
- Address: 100 Main Street, Hartland, NB, Y7Z 1X1
- Phone 1: (506) 325-9999
- Phone 2: (506) 612-9999
- Email: jane.smith.2022@gmail.com

Sincerely,

Jane Smith

[INSERT SIGNATURE]