

# NON-BUILDABLE SURPLUS PROCESS

Please note: The Surplus process could take up to 9 months.

The Office of Law approves all surplus packages before they are distributed for review!

If property is less than 0.10 acres:  
Poll 3 County agencies for \*determination to retain or surplus prospective property.

Decision to Retain.

Decision to Surplus:  
Legislation submitted for approval to surplus non-buildable properties.

**STOP**  
Process Complete

Once determination is approved by the County Council, notice is mailed to each property owner, and community association.

A notice accepting reasonable offers is posted on the County website under the Real Estate section for a minimum of 30 days.

The Real Estate Division evaluates all offers and recommendations to the Chief Administrative Officer suggested amounts to consider for sale.

Purchase price to be submitted to the Real Estate Division by bank or cashier's check.

Deed is processed conveying ownership of the property from the county to the new owner and fully executed "original" deeds are sent to the new property owner for recordation.

**STOP**  
Process Complete

\*Total period for determination is 3 weeks