

PURSUANT TO A.R.S. §38-431.01, THE GILA COUNTY BOARD OF SUPERVISORS WILL HOLD AN OPEN MEETING IN THE SUPERVISORS' AUDITORIUM, 1400 EAST ASH STREET, GLOBE, ARIZONA. ONE OR MORE BOARD MEMBERS MAY PARTICIPATE IN THE MEETING BY TELEPHONE CONFERENCE CALL OR BY INTERACTIVE TELEVISION VIDEO (ITV). **ANY MEMBER OF THE PUBLIC IS WELCOME TO ATTEND THE MEETING VIA ITV WHICH IS HELD AT 610 E. HIGHWAY 260, BOARD OF SUPERVISORS' CONFERENCE ROOM, PAYSON, ARIZONA.** THE AGENDA IS AS FOLLOWS:

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**WORK SESSION - TUESDAY, APRIL 28, 2015 - 10:00 A.M.**

1. **CALL TO ORDER - PLEDGE OF ALLEGIANCE**
  
2. **REGULAR AGENDA ITEMS:**
  - A. Information/Discussion regarding a proposed amendment to the Gila County Planning and Zoning Ordinance to address Accessory Dwelling Unit (ADU) regulations. **(Bob Gould)**
  
  - B. Information/Discussion to consider revising the Board of Supervisors' process for the sale of land held by the State under tax deed. **(Don McDaniel)**
  
3. **CALL TO THE PUBLIC:** Call to the Public is held for public benefit to allow individuals to address the Board of Supervisors on any issue within the jurisdiction of the Board of Supervisors. Board members may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to Arizona Revised Statute §38-431.01(H), at the conclusion of an open call to the public, individual members of the Board of Supervisors may respond to criticism made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda for further discussion and decision at a future date.

4. At any time during this meeting pursuant to A.R.S. §38-431.02(K), members of the Board of Supervisors and the County Manager may present a brief summary of current events. No action may be taken on issues presented.

IF SPECIAL ACCOMMODATIONS ARE NEEDED, PLEASE CONTACT THE RECEPTIONIST AT (928) 425-3231 AS EARLY AS POSSIBLE TO ARRANGE THE ACCOMMODATIONS. FOR TTY, PLEASE DIAL 7-1-1 TO REACH THE ARIZONA RELAY SERVICE AND ASK THE OPERATOR TO CONNECT YOU TO (928) 425-3231.

THE BOARD MAY VOTE TO HOLD AN EXECUTIVE SESSION FOR THE PURPOSE OF OBTAINING LEGAL ADVICE FROM THE BOARD'S ATTORNEY ON ANY MATTER LISTED ON THE AGENDA PURSUANT TO A.R.S. §38-431.03(A)((3).

THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING.

**ARF-3146**

**2. A.**

**Work Session**

Meeting Date: 04/28/2015

Submitted For: Robert Gould, Community Development Division Director

Submitted By: Marian Sheppard, Clerk of the Board, Clerk of the Board of Supervisors

Department: Community Development Division

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Information

Request/Subject

Proposed Changes to the Gila County Planning and Zoning Ordinance to Add Accessory Dwelling Unit Regulations

Background Information

N/A

Evaluation

N/A

Conclusion

N/A

Recommendation

N/A

Suggested Motion

Information/Discussion regarding a proposed amendment to the Gila County Planning and Zoning Ordinance to address Accessory Dwelling Unit (ADU) regulations. **(Bob Gould)**

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Attachments

Proposed ADU in Zoning Ordinance

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**SECTION 102  
DEFINITIONS**

**Accessory Dwelling Unit (ADU):** An ADU is a small self-contained dwelling, typically with its own entrance, cooking, and bathing facilities, that shares the site of a larger, single-unit dwelling. ADUs may be attached, as in the case of a basement apartment, or detached, as in the case of a backyard cottage. An ADU is not a separate property; it has the same owner as the primary dwelling.

**SECTION 104  
ESTABLISHMENT OF ZONES (USE AND DENSITY DISTRICTS)**

In conformity with the intent and purpose of this Zoning Ordinance, “Use” and “Density” districts are hereby adopted in order to classify, regulate, restrict and separate uses of land and structures, lot dimensions and areas, yard widths and depths, percent of lot coverage and open spaces, lot area required for dwelling units and other structures, spacing of buildings, and the height and bulk of structures. The following general regulations apply to all Single Family Districts:

**A. INTENT AND PURPOSE**

To promote the development of areas primarily of single family dwellings, intending that all other uses be installed, operated and maintained in a manner so as to either complement, or at least be of a minimum disruption to such single family uses. Any use not in accordance with the Intent and Purpose, District Stipulations and Provisions, and Permitted Uses as set forth in this section shall be deemed a nuisance.

**B. DISTRICT STIPULATIONS AND PROVISIONS**

**1. LIVESTOCK**

The keeping of domestic livestock shall be permitted with the following stipulations:

- a. Buildings for the housing of livestock shall be confined to the rear half of the property and shall be located no closer than thirty (30) feet from a front or side street property line or thirty (30) feet from a rear or interior property line.
- b. It shall be the responsibility of the livestock owner to ensure that all livestock is kept confined within the property boundaries.
- c. The keeping of dangerous wild, exotic or non-domestic animals shall be prohibited.
- d. All domestic animals shall be kept and maintained in such a manner as to conform with all applicable State and County health requirements and to cause a minimum of disruption to neighboring property owners in terms of noise, and/or insect and vermin infestation.

**2. OBJECTIVES OF ACCESSORY DWELLING UNIT REGULATIONS:**

- a. Increase the number of rental units available; and**
- b. Expand housing choice; and**

- c. Provide housing options for low to moderate income households; and
- d. Encourage energy efficiency
- e. No more than one accessory dwelling unit is permitted on a single lot.
- f. There shall be a minimum lot area of 5,000 square feet.

**3. ACCESSORY DWELLING UNIT LOCATED WITHIN OR ATTACHED TO A PRIMARY BUILDING AND THE DEVELOPMENT REGULATIONS**

- a. In all single family residential districts, one accessory dwelling unit shall be permitted by right in or attached to the principal dwelling, subject to the following provisions:
  - i) The principal building shall have at least eight hundred square feet (800 sq. ft.) of gross floor area, exclusive of private garage space;
  - ii) The accessory dwelling unit shall not occupy more than twenty five (25) percent of the gross floor area of the principal dwelling;
  - iii) No more than one entrance per story shall be located in each building façade that faces a street;
  - iv) The total number of unrelated persons that may occupy the building, including the principal and accessory dwelling units combined, shall not exceed four (4);
  - v) The property owner must reside in the primary or accessory unit.
  - vi) The Planning & Zoning Commission may grant, through a conditional use permit, approval to locate an accessory dwelling unit within or attached to a principal dwelling that does not meet one or more of the conditions of this section provided the applicant demonstrates that the application complies with the general purposes and intent of this chapter.
  - vii) A deck or balcony is permitted as a portion of any story of the accessory building; provided:
    - a) The deck or balcony is oriented so as to not face a principal building on an adjoining property in a single family residential district.

**4. ACCESSORY DWELLING UNIT NOT WITHIN OR ATTACHED TO THE PRIMARY DWELLING UNIT**

- a. In all single family residential districts, one accessory dwelling unit shall be permitted by right that is not attached to the primary dwelling unit, subject to the following conditions:
  - i) Primary use must be established
  - ii) The property owner must reside in either the primary or accessory unit.
  - iii) The accessory building shall conform to all applicable setback and lot occupancy regulations;
  - iv) The total floor area of the accessory dwelling building may not exceed 800 square feet.

- v) **The closest façade of the accessory building shall be separated from the closest façade of the principal building by a distance of ten (10) feet minimum;**
- vi) **An accessory building that houses an accessory dwelling unit may not be used at the same time for any other accessory use, other than as a private vehicle garage for either occupant of the property.**
- vii) **The Planning & Zoning Commission may grant, through a conditional use permit, approval to locate an accessory dwelling unit within an accessory building that does not meet one or more of the conditions of this section provided the applicant shall demonstrate that the proposal complies with the general purposes and intent of this chapter.**

## **5. DEVELOPMENT STANDARDS FOR ALL ADUs**

- a. **Height. The maximum height for a detached ADU is 30 feet.**
- b. **Building coverage. The building coverage shall not exceed the maximum percentage allowed in the zoning district.**
- c. **Set back. ADUs must be set back the same distance as enumerated for the district located.**
- d. **Parking. One parking space shall be provided on-site for each studio and one bedroom accessory unit. Two parking spaces shall be provided on site for each two bedroom accessory unit.**
- e. **Access/easement must be established for any detached accessory dwelling unit.**
- f. **Must have adequate facilities for the discharge of wastewater.**

## **6. DESIGN STANDARDS FOR ALL ADUs**

- a. **Location of entrances. Only one main entrance may be located on the street-facing facade of the house, unless the house contained additional entrances before the ADU was created. An exception to this regulation is an entrance that does not have access from the ground, such as an entrance from a balcony or deck.**
- b. **Exterior design details. Exterior finish materials, roof pitch, trim, eaves, window orientation and dimension must be the same or visually match those of the primary dwelling unit.**

### **C. USES PERMITTED SUBJECT TO A USE PERMIT**

- ~~1. A detached guest house accessory to the main dwelling only, subject to the following conditions:
 
  - ~~a. The guest house shall be confined to the rear one-half of the property, shall be separated from the main dwelling by at least ten (10) feet and shall be located at least ten (10) feet from the rear property line.~~
  - ~~b. The total square footage of the guest house shall not exceed 800 square feet.~~
  - ~~c. A deed restriction shall be recorded for the subject property which prohibits the rental, lease or sale of the guest house.~~~~

**104.7**

**USE DISTRICTS (SPECIAL)**

**A. GU -- GENERAL UNCLASSIFIED DISTRICT**

- a. **Intent and Purpose:** To provide for all the unincorporated areas of Gila County not otherwise designated for some other specific zone to be included in the “General Unclassified District” by this Ordinance.
  
- b. **District Stipulations and Provisions:**
  - i. No subdivision of land for sale, rent, or lease, for residential, commercial, or industrial use, shall be conducted or approved in the GU District without prior rezoning of the land so intended.
  - ii. Off-site signs (Billboards) are not permitted in this Zoning District
  - iii. Sexually oriented businesses are not permitted in this Zoning District.
  - iv. ~~The minimum density requirements shall be that for D40 density district.~~

**ARF-3127**

**2. B.**

**Work Session**

Meeting Date: 04/28/2015

Submitted For: Don McDaniel Jr., County Manager

Submitted By: Marian Sheppard, Clerk of the Board, Clerk of the Board of Supervisors

Department: County Manager

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Information

Request/Subject

Resolution establishing revised guidelines for the sale of State-owned land.

Background Information

On July 8, 2003, the Board of Supervisors adopted Resolution No. 03-06-07, which established guidelines for the sale of State-owned land that is situated in Gila County and is sold by the Board of Supervisors. These guidelines were adopted in accordance with Arizona Revised Statutes (A.R.S.) Sections 42-18301 through 42-18304.

Evaluation

Since the time Resolution No. 03-06-07 was adopted by the Board of Supervisors, the A.R.S. has changed with regard to the sale of State-owned tax deeded land. Changes are as follows: 1) The publishing requirements have changed and it is no longer necessary to publish the notice and list of available properties in two public places in each election precinct, and the length of time required to publish the notice and list in the newspaper has been reduced from four consecutive weeks to "at least once a week for at least two weeks, but not more than three weeks, before the stated date of the sale." 2) Per A.R.S. § 42-18303(E), language was added to allow the County to sell State-owned land to a county, city, town or special taxing district for a public purpose related to transportation or flood control; and per A.R.S. § 42-18303(F), language was added in the statutes to sell land to the owner of contiguous real property that is used for residential purposes. If an offer under subsection E or F of A.R.S. § 42-18303 is pending at the time of the Board of Supervisors' annual property tax sale/auction, the Board of Supervisors shall remove the property from the auction.

Research was conducted regarding the processes that are used by other Arizona counties for the sale of State-owned land. Although each county's



process varies, Cochise, Greenlee, Maricopa, Yuma, and Navajo counties' Clerks of the Board of Supervisors are authorized to sell any properties that were not sold at the property tax sale/auction over the counter.

### Conclusion

Gila County's Resolution No. 03-06-07 does not take advantage of the recent changes to the A.R.S.; therefore, it would be advantageous for the Board of Supervisors to repeal that resolution and to adopt a new resolution that is more general in nature, and one that refers to Gila County's process for selling State-owned land, so if there are other changes to the A.R.S. in the future or the Board's process, it would not affect the adopted resolution.

It would save time and money if the Clerk of the Board was authorized to sell, over the counter, any remaining State-owned land that did not sell at previous Board of Supervisors' annual property tax sales/auctions for the total lien amount. In order to have an historical record of any sales, an item would be placed on a future Board meeting agenda to authorize the Chairman's signature on the quit claim deed for said sale.

Lastly, the resolution would continue to include language whereby the Board of Supervisors may waive any requirement to sell property for no less than the lien amount if a condition warrants selling a parcel at a lesser price. The process would still allow an adjoining land owner, who submits proof of said adjoining land ownership, to submit a sealed bid to the Board of Supervisors for the Board's consideration to sell a parcel of State-owned land for less than the lien amount. This process is a "win-win" situation for both the property owner and Gila County. The property owner would be able to acquire more land and would combine two tax parcels into one; and the County would benefit because the number of notices related to property taxes and assessed valuations issued by the Treasurer and Assessor would be reduced, the property would go back on the County's tax rolls, and the Clerk would no longer have the administrative oversight for that parcel of land.

### Recommendation

It is recommended that the Board of Supervisors consider repealing Resolution No. 03-06-07 regarding the sale of State-owned land, and adopting a new resolution regarding the sale of State-owned land at a future Board meeting.

### Suggested Motion

Information/Discussion to consider revising the Board of Supervisors' process for the sale of land held by the State under tax deed.

**(Don McDaniel)**

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Attachments

Draft Resolution for State Tax Deeded Land Sales

Draft Procedures for State Tax Deeded Land Sales

Form #1

Form #2

Form #3

Form #4

Resolution No. 03-06-07

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## **RESOLUTION NO. 15-DRAFT**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF GILA, ARIZONA, ESTABLISHING GUIDELINES FOR THE SALE OF LAND HELD BY THE STATE UNDER TAX DEED AND REPEALING RESOLUTION NO. 03-06-07.**

**WHEREAS**, Arizona Revised Statutes §§ 42-18301 through 18304 outline the requirements for the sale of land that is held by the state under tax deed; and,

**WHEREAS**, in accordance with statutory requirements, on or before the first Monday in November of each year, the Gila County Clerk of the Board of Supervisors (Clerk) on behalf of the Gila County Board of Supervisors prepares a list of the real property in Gila County that is held by the state under tax deed; and,

**WHEREAS**, the Clerk advertises the real property for sale at a public sale for a length of time as prescribed by statute, and the list of real property and notice of sale is posted on the County website; and,

**WHEREAS**, after advertisement, the Board of Supervisors conducts the public sale by live auction, typically in December of each year; and,

**WHEREAS**, the Board of Supervisors may sell the real property in the County held by the state by tax deed to the highest bidder for cash except as provided in subsections (E) and (F) of Arizona Revised Statute §42-18303; and,

**WHEREAS**, all properties held by the Board of Supervisors for sale, as agent for the State of Arizona, may be sold for no less than 100% of the back taxes plus Treasurer's and Clerk's fees, which is included in the "total lien amount;" and,

**WHEREAS**, the Board of Supervisors may waive the requirement to sell the property for no less than the total lien amount if a condition warrants selling a parcel at a lesser price; and,

**WHEREAS**, real property that is owned by the state under tax deed is sold "as-is" without any warranties or guarantees as to property conditions such as usability, marketability, investment value, condition of title, boundaries, claims or liens, etc.; and,

**WHEREAS**, all sales of real property that is owned by the state under tax deed are final and no refunds will be given; and,

**WHEREAS**, a process has been established by the Board of Supervisors to sell real property in the County that is held by the state under tax deed, which is available in the Clerk's office and posted on the Gila County website; and,

**WHEREAS**, the Board of Supervisors authorizes the Clerk to sell any real property in the County that is held by the state under tax deed for the total lien amount with the understanding that all such sales are deemed approved by the Board;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Gila County, Arizona, hereby establishes guidelines for the sale of land that is owned by the state under tax deed and repeals Resolution No. 03-06-07.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2015, at Globe, Gila County, Arizona.

Attest:

**GILA COUNTY BOARD OF SUPERVISORS**

\_\_\_\_\_  
Marian Sheppard  
Clerk of the Board

\_\_\_\_\_  
Michael A. Pastor, Chairman

Approved as to form:

\_\_\_\_\_  
Bryan Chambers, Deputy Gila County  
Attorney/Civil Bureau Chief

**GILA COUNTY BOARD OF SUPERVISORS  
PROCEDURES  
FOR THE SALE OF LAND THAT IS HELD BY THE STATE  
UNDER TAX DEED  
(4-13-15)**

**BEFORE THE ANNUAL PROPERTY TAX SALE/AUCTION –**

Public Notice/Advertisement:

The Clerk of the Board (Clerk) prepares a public notice of the Board of Supervisors' annual property tax sale/auction on or before the first Monday in November of each year. The public notice contains a list of properties that the County Treasurer deeded to the State of Arizona c/o Gila County Board of Supervisors for the current year. The list contains the Assessor's parcel number; name of previous owner, if known; legal description; and lien amount.

The public notice is advertised in the official newspaper of Gila County at least once a week for at least two weeks, but not more than three weeks before the date of the sale per statutory requirement. The newspaper that prints the public notice must also post the public notice on the Internet on a website that posts the legal notices of ten or more Arizona newspapers. The public notice is posted in the glass case on the outside front entrance of the Gila County Courthouse, 1400 E. Ash Street, Globe, Arizona, and it is posted in the glass case on the outside of the County Complex located at 610 E. Highway 260, Payson, Arizona. The public notice is simultaneously posted on the Gila County website at [www.gilacountyaz.gov](http://www.gilacountyaz.gov) under the Board of Supervisors Office and it is called "Public Notice - Board of Supervisors' Annual Property Tax Sale/Auction of Land Held by the State under Tax Deed."

**Prospective purchasers are advised that: 1) BIDS WILL BE ACCEPTED FOR NO LESS THAN THE TOTAL LIEN AMOUNT; 2) ALL SALES ARE FINAL; 3) THE TITLE CONVEYED BY TREASURER'S DEED MAY OR MAY NOT BE MARKETABLE; 4) EXAMINE PROPERTY BEFORE BIDDING; 5) CHECK THE ASSESSOR'S MAP FOR THE LOCATION OF THE PARCEL; 6) SEEK ADVICE ON MARKETABILITY OF TITLE CONVEYED BY A TREASURER'S DEED; 7) NO WARRANTIES OR GUARANTEES AS TO THE SIZE OR CONDITION OF PROPERTY IS GIVEN; AND, 8) NO REFUNDS WILL BE MADE.**

**DAY OF THE ANNUAL PROPERTY TAX SALE/AUCTION –**

Bid Registration:

1. Bid registration will take place from 9:00 a.m. to 10:00 a.m. in the hallway of the Globe Courthouse and in the front entrance of Payson County Complex.
2. Bidder or bidder's agent must fill out a Bidder Registration Form (Form #1) and obtain a bid number prior to the beginning of the auction.
3. The bidder or bidder's agent must be present at the auction in order to bid. Mail-in bids will not be accepted.

4. The auction will take place during a regular meeting of the Board of Supervisors. The meeting begins at 10:00 a.m.; however, there is no guarantee the property tax sale/auction will be the first agenda item.
5. Each property will be auctioned separately.
6. The Chairman will announce the parcel number and minimum acceptable bid for each parcel, which is the total lien amount, and ask for any bids.
7. Once the bidding stops, the Chairman will ask one more time for any higher bids. If no other bids are offered, the Chairman will announce the last bid offered and then ask the Board for a motion to accept that bid. Once the Board votes to accept the bid, the Chairman will proceed to the next parcel until all parcels have been announced and offered for sale.
8. Successful bidders shall be required to submit payment to the Clerk or Deputy Clerk **by no later 5:00 p.m. on the day after the sale**. The successful bidder will be required to fill out a Bid Information Form (Form #2) at the time the payment is made. Payment for the property must be made by cash, cashier's check or money order payable to the Gila County Treasurer. A separate \$10 fee is also required to record to quit claim deed, which can be paid in cash or by personal check.
9. The Clerk or Deputy Clerk will issue a receipt. Note - This is the only proof of purchase prior to receiving the original, recorded quit claim deed.
10. After the payment has been deposited with the Treasurer, the quit claim will be recorded and later mailed to the successful bidder.

#### **AFTER THE PROPERTY TAX SALE/AUCTION -**

##### Properties Not Sold at the Property Tax Sale/Auction:

Properties that were not sold at the Property Tax Sale/Auction will be added to a list of available properties for sale entitled "State Tax-Deeded Properties for Sale" and will be offered on a year-round basis. The list is located on the Gila County website under the Clerk of the Board's Department. The Board of Supervisors has authorized the Clerk to sell these properties over the counter for the total lien amount per Gila County Resolution No. 15-XX-XX. The following procedures apply:

- Submitting a Bid for the Total Lien Amount Owed on the Subject Property -
  1. Submit a completed Bid Information Form (Form #2) to the Clerk or Deputy Clerk. Payment of the total lien amount for the property is due immediately in the form of cash, cashier's check or money order made payable to the Gila County Treasurer. A separate \$10 fee is required to record the quit claim deed, which can be paid in cash or by personal check.
  2. The Clerk or Deputy Clerk will issue a receipt. Note - This is the only proof of purchase prior to receiving the original, recorded quit claim deed.
  3. The Clerk will submit a Consent Agenda item on an upcoming meeting agenda of the Board of Supervisors to acknowledge the sale of property by the Clerk and to request the Chairman's signature on the quit claim deed.
  4. After the Board meeting, the quit claim deed will be recorded and mailed to the purchaser within 3-4 weeks.
- Submitting a Bid for *Less* than the Total Lien Amount Owed on the Subject Property -

1. Gila County Resolution No. 15-~~XX-XX~~ states, “Whereas, the Board of Supervisors may waive the requirement to sell the property for no less than the total lien amount if a condition warrants selling a parcel at a lesser price.”
2. The Board of Supervisors may consider selling a property for less than the total lien amount in certain circumstances; one of which is that consideration will be given to an owner of land which adjoins the subject property.
3. An adjoining land owner may submit a bid for less than the total lien amount if proof of adjoining ownership is provided (example -Treasurer’s tax bill) at the time the Bid Information Form (Form #3) is submitted to the Clerk or Deputy Clerk. In that event, the bidder will also be required to complete and submit a Sealed Bid Form (Form #4).
4. The Clerk will present the information at an upcoming regular meeting of the Board of Supervisors at which time the sealed envelope containing the Sealed Bid Form will be opened and read aloud for the Board to accept or not accept the bid.
5. If the bid is accepted, the purchaser shall be required to submit payment to the Clerk or Deputy Clerk **by no later 5:00 p.m. on the day after the sale**. Payment for the property must be made by cash, cashier’s check or money payable to the Gila County Treasurer. A separate \$10 fee is also required to record to quit claim deed.
6. After the payment has been deposited with the Treasurer, the quit claim will be recorded and later sent to the successful bidder.

GILA COUNTY BOARD OF SUPERVISORS  
SALE/AUCTION OF PROPERTIES HELD BY THE STATE UNDER TAX DEED  
(DATE)

**BIDDER REGISTRATION FORM**

**BIDDER #** \_\_\_\_\_

**PLEASE PRINT INFORMATION**

BIDDER'S NAME: \_\_\_\_\_

BIDDER'S ADDRESS: \_\_\_\_\_

BIDDER'S PHONE NUMBER: \_\_\_\_\_

\*\*\*\*\*

INFORMATION FOR QUIT CLAIM DEED:

\_\_\_\_ Please check here if you wish to take title as "Joint Tenants with Right of Survivorship"  
(i.e., John Doe and Mary Doe, as Joint Tenants with Right of Survivorship).

Name(s) to appear on deed:

\_\_\_\_\_

Deed will be mailed to this address: \_\_\_\_\_

\_\_\_\_\_

Deed holder's phone number: \_\_\_\_\_

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Acknowledgment

I, \_\_\_\_\_, acknowledge that if I am the successful  
bidder, payment is due to the Clerk of the Board by no later than  
5:00 p.m. on Wednesday, (date).



GILA COUNTY BOARD OF SUPERVISORS

**BIDDER INFORMATION FORM**

PURCHASE OF PROPERTY HELD BY THE STATE UNDER TAX DEED AT BOS AUCTION  
OR AFTER AUCTION FOR TOTAL LIEN AMOUNT

**PLEASE PRINT INFORMATION**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

INFORMATION FOR QUIT CLAIM DEED:

\_\_\_\_ Please check here if you wish to take title as "Joint Tenants with Right of Survivorship" (i.e., John Doe and Mary Doe, as Joint Tenants with Right of Survivorship).

NAME (S) TO APPEAR ON QUIT CLAIM DEED:

\_\_\_\_\_

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To be filled out by Clerk or Deputy Clerk:

Year Parcel Deeded to the State: \_\_\_\_\_ Total Lien Amount: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Method of Payment: Cash \_\_\_\_\_ Cashier's Check \_\_\_\_\_ Money Order \_\_\_\_\_

Recorder's \$10 Fee: Cash \_\_\_\_\_ Personal Check \_\_\_\_\_

Date BOS Authorized Chairman's Signature on Quit Claim Deed: \_\_\_\_\_

Date Quit Claim Deed Delivered to the Recorder with \$10 fee: \_\_\_\_\_

Date Quit Claim Deed Mailed to Property Owner: \_\_\_\_\_

GILA COUNTY BOARD OF SUPERVISORS

**BIDDER INFORMATION FORM**

REQUEST TO PURCHASE PROPERTY HELD BY THE STATE UNDER TAX DEED  
FOR **LESS** THAN THE TOTAL LIEN AMOUNT

**PLEASE PRINT INFORMATION**

BID FOR TAX PARCEL NO. \_\_\_\_\_

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

TAX PARCEL NUMBER AND ADDRESS OF LAND WHICH ADJOINS TAX-DEEDED PROPERTY:

\_\_\_\_\_

NAME OF OWNER OF LAND WHICH ADJOINS TAX-DEEDED PROPERTY:

\_\_\_\_\_

***BIDDER MUST FILL OUT SEALED BID FORM AND ENCLOSE IT IN A SEALED ENVELOPE***

INFORMATION FOR QUIT CLAIM DEED:

\_\_\_\_ Please check here if you wish to take title as "Joint Tenants with Right of Survivorship"  
(i.e., John Doe and Mary Doe, as Joint Tenants with Right of Survivorship).

NAME (S) TO APPEAR ON QUIT CLAIM DEED:

\_\_\_\_\_

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To be filled out by Clerk or Deputy Clerk:

Year Deeded to the State: \_\_\_\_\_ Total Lien Amount: \_\_\_\_\_

BOS Meeting Date:

**BOS Action:** **Approved:** \_\_\_\_\_ **Sold for \$** \_\_\_\_\_

**Not Approved:** \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Method of Payment: Cash \_\_\_\_ Cashier's Check \_\_\_\_ Money Order \_\_\_\_

Recorder's \$10 Fee: Cash \_\_\_\_ Personal Check \_\_\_\_

Quit Claim Deed to Recorder: \_\_\_\_\_

GILA COUNTY BOARD OF SUPERVISORS

**SEALED BID FORM**

REQUEST TO PURCHASE PROPERTY HELD BY THE STATE UNDER TAX DEED  
FOR **LESS** THAN THE TOTAL LIEN AMOUNT

**PLEASE PRINT INFORMATION**

PROOF OF ADJOINING PROPERTY OWNERSHIP PROVIDED:

BID FOR TAX PARCEL NO. \_\_\_\_\_

NAME OF BIDDER: \_\_\_\_\_

BID AMOUNT: \_\_\_\_\_

After recording, please  
deliver to:  
Marian Sheppard, BOS

## RESOLUTION NO. 03-06-07



### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF GILA, ESTABLISHING A POLICY REGARDING SALES OF REAL PROPERTY TAX DEEDED TO THE STATE OF ARIZONA

**WHEREAS**, on or before the first Monday in November of each year, the Clerk of the Board of Supervisors' office prepares a listing of real property deeded to the State since the prior year's tax sale which includes a full description of each parcel, the name of the former owner, if known, and the total amount of taxes, interest, penalties, fees and costs;

**WHEREAS**, the list is published in the official newspaper of the County for four consecutive weeks prior to the Supervisors' tax sale, posted in two public places in each election precinct in which any of the real property is located, and is continuously posted in the Board of Supervisors' office and the County Sheriff's office;

**WHEREAS**, after advertising, the Board of Supervisors conducts a tax sale and may sell the parcels to the highest bidder for cash; and,

**WHEREAS**, it is in the best interest of all individuals to understand the procedures established within Gila County for placing bids on state-owned land, which are as follows:

1. All properties held by the Gila County Board of Supervisors for sale, as agent of the State of Arizona will be sold for no less than 100% of the back taxes and fees. The Board may waive this requirement if a condition exists that warrants selling a parcel of land at a lesser price. The Board has the right to reject any and all bids.
2. The sale price shall include the total amount of taxes, interest, penalties, fees and costs. An administrative fee in the amount of \$50.00 will be added to the total amount on all properties deeded to the State of Arizona by the Gila County Treasurer in the year 2003 and thereafter.
3. Bidder must be appear in person to place a bid at the Board of Supervisors' annual tax sale.
4. Any properties that are not sold at the Supervisor's tax sale will be placed on a list with parcels from previous years and will be offered for sale through an over-the-counter sealed bid process. The list is entitled Back Tax Land List and can be purchased at the Clerk of the Board of Supervisors' office at a cost or can be viewed on the Gila County website at [www.gilacountyaz.gov](http://www.gilacountyaz.gov).
5. The winning bidder will have 48 hours to make payment via cash, cashier's check or money order.





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- 6. THE SALE OF THIS PROPERTY SHALL BE WITHOUT WARRANTY. A title company or attorney should be consulted to obtain clear title.
- 7. On selling the property the Board shall execute and deliver to the purchaser, at the purchaser's cost, a deed conveying the title of the state in and to the parcel purchased. The deed shall be acknowledged by the Chairman and Clerk of the Board. This deed will be issued only in the name(s) of the successful bidder as indicated on the Bid Information Sheet.
- 8. This policy will apply to all bids received after its date of adoption.

**PASSED AND ADOPTED** this 8<sup>th</sup> day of July 2003.

**GILA COUNTY BOARD OF SUPERVISORS**

*Jan Sanchez* Acting Chairman  
for Ronald Christensen, Chairman

Attest:

*for* Marian Beppard, Chief Deputy Clerk  
John F. Nelson, Clerk

