



PROPERTY  
ACQUISITION

H21.00  
Revised  
Jun 1984  
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**PROCEDURE**

Introduction

In accordance with the District's Long Range Facilities Plan and the Capital Improvement Plan, it may be necessary on occasion for the District to acquire additional or replacement property for school sites.

Identification

CRITERIA FOR SCHOOL SITE SELECTION

1. Size - Sites should be as close to state guidelines size as feasible.
2. Location - Sites should be as close to the center of the targeted student population as feasible.
3. Consistency with District Plans - Sites should be located only in areas where long-range District plans forecast continued need for a school.
4. Consistency with City of Seattle Plans - Sites should be compatible with City land use and development plans as feasible.
5. Housing Impact - Sites should be selected that displace existing or planned housing as little as is feasible.
6. Feasibility for Building - Sites should be feasible to build upon from an architectural engineering standpoint.
7. Ease of Acquisition - Sites should be able to be acquired in a timely fashion.
8. Access - Sites should be readily accessible for student transportation.

Procedure

Responsibility

- |  |  |
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| 1. Identification of Alternative Sites | Administration and<br>Planning/Real Estate |
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|----|--|---------------------------------|
| 2. | Environmental Review   | Real Estate                     |
|    | Complete necessary environmental review of any of the following activities, as appropriate, in timely fashion. |                                 |
| 3. | Site Designation   | School Board                    |
| 4. | Site Purchase  | Real Estate                     |
|    | a. Proceed with purchase.  |                                 |
|    | b. Process street vacation request, if appropriate.  |                                 |
|    | c. Record deeds.   |                                 |
| 5. | Site Management  | Real Estate                     |
|    | a. Notify utilities of dates to terminate services.  |                                 |
|    | b. Notify Maintenance to secure buildings.   |                                 |
|    | c. Prepare documents for sale of structures, if applicable.  |                                 |
|    | d. Arrange for rentals, if applicable.   |                                 |
|    | e. Analyze bids and recommend action to Board.   |                                 |
| 6. | Site Survey  | Real Estate                     |
|    | Arrange for complete survey of all parcels.  |                                 |
| 7. | Site Clearing  | Program/Construction Management |
|    | a. Prepare demolition/site clearance documents.  |                                 |
|    | b. Administrate contracts for selling structures or clearing sites.  |                                 |