



# Renovation/Reuse Opportunity for Non-Profit and Community Organizations

## Former Fishburn Park Caretaker's Cottage

**Proposal Deadline: March 31, 2021 at 4:00 p.m.**



The former caretaker's cottage and approximate site boundary as shown (Property) is available on a Lease-To-Purchase arrangement in "As-Is" condition to non-profit and/or community organizations interested in a renovation and reuse opportunity. A maximum lease term of 5 years is offered to allow sufficient time for renovation which will result in ownership of the Property. The Property is located at 2424 Brambleton Ave., S.W. (Tax Map Number 1470301) adjacent to the entrance of Fishburn Park along the Murray Run Greenway which extends from Grandin Road to Colonial Avenue. A portion of the cottage was built in the late 1820's. The City of Roanoke has owned the property since 1925.

### **How to Propose:**

Proposals for the property must contain the following elements:

- Description of the organization's history, purpose and intended use of the property accompanied by a letter of commitment from its board leadership
- Business Plan outlining the use of the property and how funding will be obtained for its renovation/reuse. The plan must include funding commitment and renovation timelines for the cottage from the initial lease term to the completion of the project and will identify the legal name of the lessee/owner entity
- Renovation/Reuse plan outlining proposed physical improvements and proposed actions to retain/restore character defining architectural features of the cottage
- Any conditions and/or contingencies associated with the submitted Proposal

**Please submit your written proposal including the form on the following page to:**

Marc Nelson, Manager, Department of Economic Development  
117 Church Avenue, SW  
Roanoke, VA 24011

Or by email to: [econdevl@roanokeva.gov](mailto:econdevl@roanokeva.gov)

**Only those proposals sent to the Department of Economic Development and containing all of the proposal elements above will be considered.**

For more information please contact the Department of Economic Development at 540-853-2715.

**Please complete the Lease-To-Own Proposal Form on the next page and submit with your proposal.**



CITY OF ROANOKE  
ECONOMIC DEVELOPMENT DEPARTMENT  
LEASE-TO-OWN PROPOSAL

PROPERTY ADDRESS: 2424 Brambleton Ave., SW.

TAX NUMBER: 1470301

DATE: \_\_\_\_\_

APPLICANT/CONTACT: \_\_\_\_\_

FULL NAME (As to be stated on the Lease):  
\_\_\_\_\_

HOME ADDRESS (or) PRINCIPAL OFFICE:  
\_\_\_\_\_

(Physical addresses only. No Post Office Boxes)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> CORPORATION               | <input type="checkbox"/> INDIVIDUAL(S)       |
| <input type="checkbox"/> LIMITED PARTNERSHIP       | <input type="checkbox"/> JOINT TENANTS       |
| <input type="checkbox"/> LIMITED LIABILITY COMPANY | <input type="checkbox"/> TENANTS IN COMMON   |
| <input type="checkbox"/> PARTNERSHIP               | <input type="checkbox"/> SOLE PROPRIETORSHIP |

I hereby certify that I have been provided with and have read the announcement of Lease-To-Purchase for the above-referenced property and submit this proposal in accordance with all provisions of the said announcement.

Signature  
\_\_\_\_\_