



Cuyahoga Land Bank

Side Yard Program Application

The Cuyahoga Land Bank Side Yard Program allows qualified applicants to acquire vacant lots owned by the Land Bank. Applicants must meet the eligibility requirements listed below to be considered.

Basic Eligibility Requirements

Please closely review the requirements below and initial in the boxes indicating that your application meets all requirements.

- The Applicant must live in and own a property adjacent to a Cuyahoga Land Bank lot.
- The Applicant must be in substantial compliance with the local building and zoning regulations for their primary residence and other properties he or she owns in Cuyahoga County.
- The Applicant must be current on all real estate taxes and assessments for their primary residence, and must be current on real estate taxes and assessments for other properties he or she owns in Cuyahoga County.
- The Applicant is not a prior owner of real property in Cuyahoga County that was transferred as the result of tax foreclosure proceedings.
- The lot must be vacant and unimproved real property with no structures, unless approved by the Cuyahoga Land Bank.
- The Applicant must be able to maintain the lot in accordance with all local building, housing and zoning codes.

The foregoing eligibility requirements are guidelines and may be waived or modified as determined by the Cuyahoga Land Bank to accommodate unique circumstances. This may include non-occupant owners and non-adjacent Applicants.

Signature Required

I have read and understand the basic eligibility requirements for the Cuyahoga Land Bank Side Yard Program. By signing I certify that I have met the basic eligibility requirements.

Applicant's signature

Date

Please fill out all sections completely and return to:

Cuyahoga County Land Reutilization Corp.
Attention: Side Yard Program
323 W. Lakeside Ave., Suite 160
Cleveland, OH 44113

Municipal Approval

The Cuyahoga Land Bank works closely with municipalities throughout Cuyahoga County. To ensure that the sale of side yards compliments existing long-term land use planning efforts, the Cuyahoga Land Bank requires that side yard applications be approved by the municipality where they are located. A letter of determination must be provided specifying the municipality's approval or denial for every side yard request.

CLEVELAND RESIDENTS ONLY

The City of Cleveland must approve the transfer of Cuyahoga Land Bank side yard properties in the City of Cleveland. A letter of determination from either the Councilperson or a professional neighborhood planner appointed by the Councilperson must be submitted to the Cuyahoga Land Bank within 30 days from the date of application.

SUBURBAN RESIDENTS ONLY

If the property is located in a suburb of Cleveland, you must obtain and submit a letter of determination from the Building and Housing Department of that Municipality, Mayor or your Councilperson within 30 days from the date of application.

If you are unsure of who to contact for a letter of determination, please contact the Cuyahoga Land Bank at sideyard@cuyahogalandbank.org or 216.698.8853.

Initials Required

I have read and understand the information provided in the Municipal Approval section above.

X _____
Applicant's Initials

Key Considerations

1. Applications will not be processed until the structure is demolished, unless otherwise approved by the Cuyahoga Land Bank in unique circumstances.
2. A complete application includes this form AND a letter of determination from the appropriate municipality. Incomplete applications will not be processed.
3. The Cuyahoga Land Bank Side Yard Program operates on a first come first served basis. The first qualified Applicant to submit a complete application, including a letter of determination, will receive priority consideration.
4. Once the application has been approved and the lot has passed the Cuyahoga Land Bank's inspection process, the Land Bank and the buyer will work together to close the transaction.
5. Once the demolition is complete and the site has basic finishes, the property will be transferred "AS IS" via a Quit Claim Deed.
6. The Cuyahoga Land Bank maintains the right to condition the transfer of title on the buyer's acceptance of certain deed restrictions. Restrictions may be included in the deed to ensure properties are maintained in an agreed upon way. If the buyer fails to maintain the property in an agreed upon way, the Cuyahoga Land Bank may exercise its discretion and take title to the property back from the buyer.
7. The cost to purchase a single lot is \$100.00 (larger lots suitable for redevelopment or multiple lots may vary in price). This fee is due once the application is approved and the Applicant receives a Property Conveyance Agreement from the Cuyahoga Land Bank. The fee can be paid by check or money order to: Cuyahoga County Land Reutilization Corporation

Initials Required

I have read and understand the information provided in the Key Considerations section above.

X _____
Applicant's Initials

Intended Use

Side yard expansion

Brief Description of use and planned improvements:

* Please note that parking on unimproved land is not allowed in most municipalities. If you intend to park on the property, you must improve the surface and abide by all building and zoning ordinances.

Vacant Property Information

Address of Property/Lot being requested: _____

Permanent Parcel Number (if known): _____ - _____ - _____

Home Owner Information

Applicant Name: _____

First M.I. Last

If you are the co-owner of the home, please list all other names on the title to your home.

Co -Applicant Name: _____

First M.I. Last

Address (cannot be P.O. Box): _____ City, State, Zip: _____

Phone: (where you can be reached between 9 am and 5 pm weekdays): _____

Phone (other): _____

Email address: _____

Please note that all personal information submitted to the Cuyahoga County Land Reutilization Corp. is confidential, to the extent permitted by law.

Signature (Required)

By signing below, the Applicant hereby certifies that the information provided herein is correct and true to the best of their knowledge and that Applicant agrees to maintain the lot requested in accordance with all local ordinances and relevant laws. Falsifying or deliberately omitting any information regarding this application may result in immediate termination from the program and/or the Cuyahoga Land Bank seeking remedies available under law.

By receiving this application, I understand that the Cuyahoga Land Bank does not commit to transferring said lot and that this Application is a statement of interest only.

Applicant's Signature

Printed Name

Date