



## Cuyahoga Land Bank Side Yard Program Application

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

### Basic Eligibility Requirements

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

- ☐ The Applicant owns a property adjacent to a Cuyahoga Land Bank lot.
- ☐ The Applicant must be in substantial compliance with the local building and housing 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 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 a 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.

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Applicant's signature

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Date

## **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. The Cuyahoga Land Bank will forward your application to the appropriate municipality for review. The review process will take between 45 and 60 days to complete. You will be notified whether your application is approved or denied via telephone or U.S. Mail.

## **Initials Required**

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

X\_\_\_\_\_Applicant's Initials

## **Key Considerations**

1. **Neighbors are encouraged to apply to the Cuyahoga Land Bank at their earliest convenience. However, please be aware that the process to purchase a side yard may take between 30 days and nine months to complete. The timeframe to purchase a side yard varies greatly based on the complexity of the demolition and site finish and the season when the demolition occurred. If you have questions on what to expect for a specific lot next door to your home please contact the CCLRC Side Yard staff.**
2. Applications will not be processed until the structure is demolished, unless otherwise approved by the Cuyahoga Land Bank in unique circumstances.
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 that is approved by the municipality, will receive priority consideration.
4. Once the application has been approved and the lot has passed the Cuyahoga Land Bank's inspection process, the Cuyahoga 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 as follows:
  - Owner occupants - \$100  
To be considered an owner occupant your property must be held in your name and the tax mailing address must match your property address.
  - Investment Property Owners - \$500  
Properties owned for investment purposes or owned under a business/LLC name.

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**

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Please describe your intended use of the side yard. Please describe any improvements that you intend to make to the side yard in the first year of ownership.

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Please note that the construction of fencing, sheds and paved surfaces may require building permits and/or lot consolidation. If you are unsure if your plans meet City code or unsure of the permitting process please contact the building and housing department in your municipality. 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**

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Address of Property/Lot being requested: \_\_\_\_\_

Permanent Parcel Number (if known): \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**Home Owner Information**

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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: \_\_\_\_\_

Aside from your name, are there any additional names on the title of your existing property (e.g. spouse, parent, adult child, sibling, or partner)? YES NO

If yes, this individual will be listed as co-owner of the side yard. Please provide their information below.

Co -Applicant Name: \_\_\_\_\_  
First M.I. Last

***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.

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**Applicant's Signature**

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**Printed Name**

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**Date**

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**Co-Applicant's Signature**

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**Printed Name**

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**Date**

**Please ensure that all sections are complete and return to:**

Cuyahoga County Land Reutilization Corp.  
Attention: Side Yard Program  
812 Huron Road E, Suite 800  
Cleveland, OH 44115

For questions regarding the Cuyahoga Land Bank Side Yard Program please call (216) 698-8853 or send an email to [sideyard@cuyahogalandbank.org](mailto:sideyard@cuyahogalandbank.org). For faster service please send email.