ERIE COUNTY
LAND BANK

Side Lot Program / Neighborhood Lot Program Application

The Land Bank seeks to transfer properties to responsible buyers who can successfully demonstrate a viable plan for available parcels. Following Municipality and Board approval, the ECLB will enter into an Agreement of Sale with the qualified Applicant who submits a complete and acceptable Application. **This Application must be completed in its entirety, and cannot be processed without the signed Terms and Conditions form. The ECLB may require more information** or perform a background check on the Applicant(s).

Please check the Program for which you're applying:

- ☐ To qualify for the **Side Lot Program**, Applicants must currently own a property adjacent to the parcel.
- ☐ To qualify for the **Neighborhood Lot Program**, Applicants must own property within 500 feet of the parcel.

If you intend to build a house or other structure on the property, please fill out a *Vacant Lot Program Application*. All Application forms can be found on our website at eriecountylandbank.org and can be filled out online at the "View Properties" tab (preferred).

To qualify for consideration, Applicants must meet the following minimum qualifications:

a) The Applicant must not own any real property which has unmitigated violations of state or local codes (including building, zoning, and property maintenance).
b) The Applicant must not own any real property that is tax delinquent.
c) The Applicant must not have been the prior owner of any real property within Erie County that was acquired by a local government through execution of a judgment relating to municipal liens.

Applications may be submitted via email to: **apply@eriecountylandbank.org**
or via mail or in person to: Erie County Land Bank, 1230 Townhall Road West, Suite 500, Erie, PA 16509

If you have any questions, please call our office Monday through Friday at (814) 580-8990.

The ECLB reserves the right to decline to proceed with any Application for any property at any time.

Applicant Information

Name(s) _____

Organization (if applicable)** _____
***If an Organization, please attach Articles of Incorporation or Organizational Documents*

Address _____ **Phone** _____

_____ **E-mail** _____

Do you have a personal or professional relationship with the Erie County Land Bank, any of its Board, or employees?

☐ Yes ☐ No If Yes, please explain: _____

Property Information

Address _____ **Parcel #** _____
(leave blank if uncertain)

The parcel is: ☐ adjacent to my primary residence that I own. ☐ within 500 feet of my primary residence that I own.

Offer Amount for Parcel: $_____ **Estimated Cost of Improvements** (if applicable)**:** $_____

How did you hear about this opportunity? ☐ Internet ☐ Social Media ☐ Yard Sign ☐ Word of Mouth ☐ ECLB employee ☐ Other_____

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Property Ownership

Please list all properties in which the Applicant(s) has/have ownership interest.

_____

_____

Redevelopment Plan

Please describe your vision of the property and your detailed plan to accomplish it. The more detail you can provide, the better. ECLB Staff must be able to communicate your proposal for review and approval. Attach additional pages if needed.

- ☐ Expansion of yard
- ☐ Deck/Patio
- ☐ Fence
- ☐ Garage
- ☐ Additional Landscaping
- ☐ Driveway
- ☐ Other _____

Please describe your planned improvements **with a timeline**:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Financial Plan

Please provide an explanation of how the purchase of the property and improvements (if applicable) will be financed.

_____

_____

_____

If your application is approved, the ECLB will require proof of necessary finances through dated documentation before an Agreement of Sale will be executed.

Verification Documents

The following documents must be included in order for the Application to be considered for approval:

- ☐ Clear copy of state photo ID
- ☐ Verification that improvements meet zoning regulations (if applicable)

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Terms & Conditions

This form must be completed in its entirety, signed, and dated in order for the Application to be considered for approval.

Qualifying Applicant

☐ Yes ☐ No Does the Applicant now own, or did the Applicant own during the past seven years, a property that is or was subject to property tax foreclosure proceedings?

(If the Applicant is an individual, answer on behalf of yourself and any business of which you are/were a shareholder, partner, member or officer.)

☐ Yes ☐ No Does the Applicant have any ownership interest in any properties that are delinquent on municipal taxes, school taxes, county taxes, water, sewage, or refuse bills or other public liens?

(The ECLB reserves the right to request documentation pertaining to the payment of taxes and municipal fees on properties owned by the Applicant.)

☐ Yes ☐ No Does the Applicant have unremedied code violations or unfulfilled state and local fines on properties owned in part or in full by the applicant?

(The ECLB reserves the right to collect code information on the Applicant's properties, and any violations that are identified will be grounds for ineligibility. The ECLB also reserves the right to inspect the general condition of properties owned by the Applicant, and may decline to work with an Applicant if the Applicant owns property that violates local and state property/building codes.)

☐ Yes ☐ No Does the Applicant own property which has a history of criminal activity or which has been the subject of any disruptive properties or nuisance ordinance prosecutions during the Applicant's ownership?

☐ Yes ☐ No Has the Applicant violated previous agreements with the ECLB or relinquished ownership of properties previously acquired from the ECLB back to the ECLB?

☐ Yes ☐ No The Applicant understands that eligibility requirements may not be circumvented by having another person or entity apply for the property on behalf of an ineligible party.

(An Applicant that is a corporation, trust, partnership, limited liability company, limited liability partnership, or nonprofit will be required to submit additional information in order for the ECLB to evaluate its eligibility to be a recipient of property transfers.)

☐ Yes ☐ No The Applicant was not the owner of the property at the time of the tax foreclosure action which transferred title to the ECLB; this includes shareholders, partners, members, and officers of the business entity owner and immediate family members of the individual owner.

Property Plan

☐ Yes ☐ No Does the Applicant plan to maintain or develop the property in a fashion that is compliant with local, state, and federal code and/or law?

☐ Yes ☐ No Does the Applicant plan to maintain or develop the property in a fashion that complies with local zoning and ordinances, and does the proposed end use comply with the applicable zoning and local laws?

(The ECLB may at its sole discretion choose to cooperate with an Applicant's efforts to obtain approval for a special exemption, variance, or conditional use from a municipal member zoning ordinance. The ECLB may make the approval of any special exemption, variance, or conditional use a condition in the ECLB Sales and Purchase Agreement.)

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Applicant Pre-Approval

☐ Yes ☐ No The Applicant is aware that the Agreement of Sale must be signed within seven (7) business days of notification of an accepted Application, unless otherwise specified by the ECLB.

☐ Yes ☐ No The Applicant agrees to provide upon request documentation that shows they have the ability to finance the cost of acquisition and, if applicable, improvements.

☐ Yes ☐ No The Applicant is aware that the property must meet building code requirements, complete necessary inspections and permits, and provide documentation of necessary inspections and permits at the completion of the rehabilitation project.

☐ Yes ☐ No The Applicant is aware that the ECLB may decide not to transfer any property unless and until an ECLB Agreement of Sale is signed. In addition, the ECLB may decide not to proceed with any Application for any property at any time.

Transferee Responsibilities

If the Application is approved and an ECLB Agreement of Sale is signed, the Applicant becomes the Transferee. The Applicant is aware that the Transferee:

☐ Yes ☐ No If applicable, is responsible to coordinate with the appropriate department for the jurisdiction the property is located in, including permits, completing rehab work, and inspection sign-offs.

☐ Yes ☐ No Will have sole financial responsibility for all costs associated with labor, materials, supplies, etc.

☐ Yes ☐ No Is aware the ECLB strongly recommends the Transferee obtain adequate insurance, including title insurance, to protect the Transferee's investment in the property.

ECLB Disposition Process

The ECLB may consider multiple Applications and associated re-use plans for the same property.

ECLB disposition decisions will, above all, be based upon an assessment of the most efficient and effective way to maximize the priorities listed in the Administrative Policies and Procedures. The ECLB Board has final authority to approve the transfer of all ECLB property.

Side Lot Program transferees must own or be an equitable owner and occupy as their primary residence the contiguous property adjacent to the Lot of interest. **Neighborhood Lot Program** transferees must own or be an equitable owner and occupy as their primary residence a property within 500 feet of the Lot of interest.

As a condition of transfer of a parcel, the Transferee must enter into an agreement that the parcel will not be subject to sale, subdivision, or partition within a five (5)-year period following the date of the conveyance. A three (3)-year compliance period allows the ECLB to reconvey the Lot if the Transferee incurs blight violations.

A maximum of two (2) Neighborhood Lots may be purchased by a Transferee per calendar year.

The ECLB will not consider other Applications for the same property upon the execution of an ECLB Agreement of Sale.

By signing below, I agree that I have read and I accept the Terms and Conditions, and that all information included in this Application is correct to the best of my knowledge.

_____ _____
Applicant Date

_____ _____
Co-Applicant Date