



SIDE LOT & VACANT LAND TRANSFER
PROGRAM GUIDELINES

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CONTACT INFORMATION

Questions concerning the Summit County Land Bank Side Lot & Vacant Land Transfer Program should be directed to:

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SUMMIT COUNTY LAND BANK MISSION

The Summit County Land Reutilization Corporation will support neighborhood and community reinvestment and economic development efforts through the strategic acquisition, reclamation, rehabilitation and reutilization of property in Summit County to revitalize neighborhoods and communities, stabilize property values, reduce blight, return property to productive use, and improve the quality of life in our community.

PURPOSE

The purpose of the Summit County Land Bank Side Lot & Vacant Land Transfer Program is to:

- Facilitate the reclamation, rehabilitation and reutilization of vacant, abandoned, tax-foreclosed, or other real property within Summit County;
- Efficiently hold and manage vacant, abandoned, or tax-foreclosed real property pending its reclamation, rehabilitation, and reutilization;
- Assist governmental entities, schools, nonprofit organizations, individuals, and other potential end-users to assemble, clear, and clear the title of property in a coordinated manner; ■ Promote economic and housing development in Summit County or the region

ELIGIBLE APPLICANTS

Eligible applicants include political subdivisions, schools, qualified nonprofit organizations, and individuals. Priority shall be given to adjacent property owners who own, and reside in, the adjacent property. Adjacent property owners who do not reside in the adjacent property are eligible to apply, with priority given to applicants intending to join the vacant parcel with the adjacent property owned by the same person, or for applicants who intend to redevelop the property for a public purpose/community benefit (park, greenspace, community/urban garden, food forest, etc.) and can provide evidence of their financial ability and resources to successfully complete the project. Nonadjacent property owners are eligible to apply, with priority given to applicants who intend to redevelop the property for a public purpose/community benefit (park, greenspace, community/urban garden, food forest, etc.) and can provide evidence of their financial ability and resources to successfully complete the project. The Summit County Land Bank reserves the right to condition transfer upon acceptance of certain terms within any purchase/sales/conveyance agreement regarding development and/or upon certain deed restrictions. Eligibility to apply does not guarantee approval or priority. The Summit County Land Bank shall have sole discretion for the approval, or disapproval, of any application.

ELIGIBLE PROPERTIES

Residential or commercial zoned properties, with or without structures requiring demolition, with priority given to residential zoned properties. Commercial zoned properties will be considered when the purpose is to redevelop the property for a community benefit (park, greenspace, community/urban garden, food

forest, etc.). Properties with suspected or confirmed environmental hazards will not be considered without first having identified a plan for addressing any environmental concerns, including potential liability and remediation, and potential sources of funding for any required remediation, where applicable.

APPLICANT/PROGRAM LIMITATIONS & REQUIREMENTS

Successful applicants will be limited to a maximum of three (3) vacant land transfers, per calendar year, without prior board approval, except where transfer of the property is the result of a Summit County Land Bank-initiated transfer of forfeited land. Additionally, more than three vacant land transfers to a single individual, or another individual residing in the same household, within one calendar year will require prior board approval. Political subdivisions, including schools, shall be permitted a maximum of ten (10) vacant land transfers or parcel approvals, per twelve (12) month period, without prior board approval. Political subdivisions requesting more than ten (10) vacant land transfers or parcel approvals within a twelve (12) month period shall require prior board approval, and will require the political subdivision to pay for all costs involved in the acquisition and transfer of said properties.

For properties not already owned by the Summit County Land Bank, approved applicants will be required to execute an agreement for the purchase of the subject property, before the Summit County Land Bank will begin the acquisition process.

Successful applicants must take the property in an AS IS, WHERE IS condition, via quit claim deed, within a specified time frame and the Summit County Land Bank will maintain the right to condition the transfer of any property on the buyer's acceptance of certain deed restrictions.

Successful Side Lot & Vacant Land Transfer Program applicants who refuse to take title to property following acquisition by the Summit County Land Bank will be barred from participating in the program for one (1) calendar year and shall be liable for reimbursement of all acquisition costs, plus an additional administrative penalty of not more than two-hundred fifty dollars (\$250).

Applicants must be in substantial compliance with all local building, health, zoning and fire regulations for their primary residence and any other real property he, or she, owns within Summit County, Ohio, and applicants must be able to maintain the subject property in accordance with all local building, housing, zoning, and fire regulations.

Applicants must be current on all real estate taxes and assessments for their primary residence, and any other real property he, or she, owns within Summit County. Applicants must not be a prior owner of real property in Summit County that was transferred as the result of tax foreclosure proceedings or conveyance in lieu of foreclosure.

Transfer of land may, at all times, be subject to approval of the local political subdivision in which the real property is situated.

While the Side Lot & Vacant Land Transfer Program may, generally, operate on a first come, first-served basis, with priority given to the first qualified applicant to submit a complete application, adjacent property owners who share at least a fifty-percent (50%) contiguous boundary with the subject property may be notified and have the opportunity to apply for the subject property. Adjacent owners will be expected to submit a complete application, and non-refundable application fee, no later than thirty (30) days after notification from the Summit County Land Bank. **If qualified and approved, the applicants may be required to split the property, as equally as possible, and the Summit County Land Bank will reserve the right to require the purchasers to share equally in the cost of any surveys required.**

PRICING STRUCTURE RESIDENTIAL

- \$25 non-refundable application fee, **for each parcel**, to be applied toward the final purchase price, in the event of a successful closing; Application fee to be waived for local political subdivisions and qualified nonprofit organizations
- Non-buildable parcels: \$200 per parcel; \$100 per half-parcel if the property is required to be split between adjacent property owners
- Buildable parcels: \$200 per 5,445 square feet, or fraction thereof, up to two (2) acres
- Price will be negotiable for parcels more than two (2) acres in size or parcels of considerable value; the Summit County Land Bank shall reserve the right to determine whether a parcel, or parcels, is/are of considerable value

COMMERCIAL

- \$50 non-refundable application fee, **for each parcel**, to be applied toward the final purchase price, in the event of a successful closing; Application fee to be waived for local political subdivisions and qualified nonprofit organizations
- Non-buildable parcels: \$400 per parcel; \$200 per half-parcel if the property is required to be split between adjacent property owners
- Buildable parcels: \$400 per 5,445 square feet, or fraction thereof, up to one (1) acre
- Price will be negotiable for parcels more than one (1) acre in size or parcels of considerable value; the Summit County Land Bank shall reserve the right to determine whether a parcel, or parcels, is/are of considerable value

Applicants may be required to pay any necessary fees required to facilitate the actual transfer of property.

The Summit County Land Bank reserves the right to waive any requirements including, but not limited to, application, purchase, and payment of required fees for forfeited land transfers initiated by the Summit County Land Bank, where the purpose of the transfer is to eliminate issues of title, mistaken belief of ownership, or would, for some other reason, provide necessary relief. Such instances will be at the initiation, and discretion, of the Summit County Land Bank, not at the request of individual applicants.

APPLICATION PROCESS

Applicants must submit a complete and accurate Side Lot & Vacant Land Transfer Application, along with the required nonrefundable application fee and verification of local approval, where applicable, to the Summit County Land Bank, pursuant to the instructions provided for in the application and these guidelines. Incomplete applications or applications missing required documentation, or the required nonrefundable application fee, will not be considered or approved. Submission of an application does not guarantee approval or transfer of property.

Summit County Land Bank staff will review every application received and will make recommendations to the executive director regarding final approval/disapproval of every application. The Summit County Land Bank will make every effort to review applications within thirty (30) to ninety (90) days of receipt. Applicants will be notified, in writing, of any application deficiencies and recommendations for approval/ disapproval. Application review will consist of an initial, threshold review by the Summit County Land Bank staff to determine if the applicant, and property, are eligible and the application is complete. Applicants may be given the opportunity to correct deficiencies in their applications within a specified period of time. Applications are not considered submitted until complete. Further review will include, but shall not be limited to, the notification, if necessary, of additional adjacent property owners as described above. Applications, deemed by Summit County Land Bank staff to be complete and recommended for approval, will be

submitted to the executive director for final approval. The Summit County Land Bank, through its executive director and staff, reserves the right to request additional supporting documentation for any application.

Applicants will be notified, in writing, which may include email, of the approval or denial of their application. If approved, applicants will be required to execute an agreement for the purchase of the subject property, and may be required to submit additional documentation. Upon such approval, the Summit County Land Bank will prepare and send the approved applicant an agreement for the purchase of the subject property. Documents must be executed and returned to the Summit County Land Bank within the specified timeframe. Failure to execute and return documents within the specified timeframe may result in a rescinding of approval of the application.

Once an application is approved and an applicant has fulfilled all other requirements including, but not limited to, execution of an agreement for the purchase of the property, the Summit County Land Bank may begin acquisition procedures for properties not currently owned by the Summit County Land Bank. If a subject property is already owned by the Summit County Land Bank, the Summit County Land Bank and the purchaser may proceed to closing.

Following acquisition of the property, or in the case of property already owned by the Summit County Land Bank, the Summit County Land Bank and the approved applicant, or purchaser, may proceed to closing. The applicant shall be responsible for payment of the remaining outstanding balance of the agreed upon purchase price (the agreed upon purchase price, less the nonrefundable application fee).

Upon final payment of the agreed upon purchase price by the purchaser, the Summit County Land Bank will initiate transfer of the property via quit claim deed to the purchaser. Applicants may be required to pay any necessary fees required to facilitate the actual transfer of property.

Successful Side Lot & Vacant Land Transfer Program applicants who refuse to take title to property following acquisition by the Summit County Land Bank will be barred from participating in the program for one (1) calendar year and shall be liable for reimbursement of all acquisition costs, plus an additional administrative penalty of not more than two-hundred fifty dollars (\$250).

Applications will be accepted for the Side Lot & Vacant Land Transfer Program on an ongoing basis, as long as funding remains available. Interested applicants who have signed up to receive email notifications from the Summit County Land Bank may be notified, periodically, of any program updates.

Where applicable, applicants will be notified if their application requires prior approval by the Summit County Land Bank Board of Directors. Should an application require prior approval, applicants will be notified of the date and time of the meeting at which their application will be presented. Applicants will be required to attend the meeting, at which their applications will be presented, to answer any questions of the Board of Directors. Failure to attend any such meeting may result in a delay, or denial, of the application. The regular meeting schedule for the Summit County Land Bank Board of Directors can be found on the Summit County Land Bank website.

PROPERTY REQUIREMENTS

Approved applicant-purchasers must agree to maintain property in compliance with all applicable state and local regulations, including all local building, zoning, health, and fire regulations.

LIMITATIONS

The guidelines provided herein for the Summit County Land Bank Side Lot & Vacant Land Transfer Program are intended as guidelines only. No rights, express or implied, or responsibilities are intended or created by, or for, any party. Failure by the Summit County Land Bank Board of Directors, its officers or staff to comply with these guidelines will not give any party the right to change, rescind, delay, or overturn any decision or transaction, or provide for any claim for damages or other relief, nor is failure to comply with

these guidelines a failure of duty, of any kind, of the Summit County Land Bank staff, officers or Board of Directors. Submission of an application for this program shall be deemed as acceptance of these limitations.