



Cleveland Land Bank



Guide for Side Yard Applications

The City welcomes your interest in acquiring a side lot for your 1-2 unit home. Once this application is complete, the review process will begin. **Please note: Applicants must meet the eligibility requirements listed below. An incomplete application will not be processed. Additionally, certain restrictions apply.**

Application Checklist:

- Is the desired property owned by the City Land Bank?** Search by address or parcel number at <http://tinyurl.com/p7qyo2v> or call 216-664-4126 to confirm if it is available.
- Does your residential property share a side border with the Land Bank lot?** Note: Land Bank Property is sold “as is” via a Quit Claim Deed. (The City is not responsible for cleanup or improvements.)
- Are property taxes current on all properties owned by the applicant in the City of Cleveland?**
- Are there any building code violations on any properties you own in the City of Cleveland?**
- Is your property designed with more than one living unit? If so, is it registered with the City?** If not, your property must be registered before this application can be processed. For more information, call 216-664-2827 or see the registration form at <https://tinyurl.com/y9zsduwu>
- Do you have the necessary funds at this time to cover the cost of the Land Bank lot purchase, recording fees, improvement costs, and if applicable, lot survey and consolidation fees?** Note: If approved, the cost of a side lot is \$200, plus recording fees typically range from \$70-\$100.
- Does your completed Application include a detailed site plan and description of improvements and intended uses?** (See [site plan example](#) on next page.) Note: Proposed improvements are to start within 90 days of property transfer and be completed within one year, unless otherwise agreed.
- Have you included photos of your home?** Please submit current and clear photographs of the front and sides of your house as well as the Land Bank lot. Take these photos from the street or sidewalk. Note: While not mandatory, including pictures can speed up the review of your application.

Important Notes:

1. The City reserves the right to accept or reject any and all land use proposals. Land use criteria are largely based on the City Planning Commission city wide plan, <https://tinyurl.com/y7cf7sm5>, its Sustainable Development Pattern initiative, and input from community development corporations and City Council Members. Additionally, side yard requests may not be approved in neighborhoods where there is a demand for new housing construction.
2. If other adjacent home owners want to acquire the same lot, the lot can be split and transferred to the respective property owners. When lots are split, residents are required to administer and pay for lot surveys as well as the recording of a lot consolidation plat. Note: The cost varies and may exceed \$1,000.
3. Applicant must obtain all necessary approvals and permits from the City prior to making any improvements or commencing construction. Detailed information can be found on the City’s website at <http://tinyurl.com/cleveland-permits>. Improvements made to Leased/Licensed property shall vest with the City if improvements are not removed at the end of the contracted term.
4. The City may place conditions on the sale or use of property and document them as legal restrictions. If the proposed improvements are not made timely or the property not properly maintained, the City may exercise its discretion and take back title to the property. Typical restrictions may include but are not limited to:
 - a. Removal of driveway apron (curb cut), reinstatement of curb and tree lawn.

- b. Installation of new fencing to code re: setback, height restrictions and materials. In some cases, all existing fencing may be required to be brought up to code.
 - c. Restriction on resale of the lot for 5 years.
 - d. Maintenance of properties in a decent, safe and sanitary manner, free and clear of debris and weeds.
5. Side yard lots are not to be used for commercial or illegal purposes such as parking of vehicles; vehicle servicing; storage of vehicles, boats, miscellaneous debris or items not suitable for residential purposes, etc.
6. Once Applicants take possession of the Land Bank lot, they are responsible for all real estate property taxes and assessments on both properties moving forward. For a future tax estimate, contact the Cuyahoga County Fiscal Office at 216-443-7010 or see its property tax calculator at <http://tinyurl.com/899s5t2>

INSTRUCTIONS FOR COMPLETING A DETAILED SITE PLAN (REQUIRED with application)

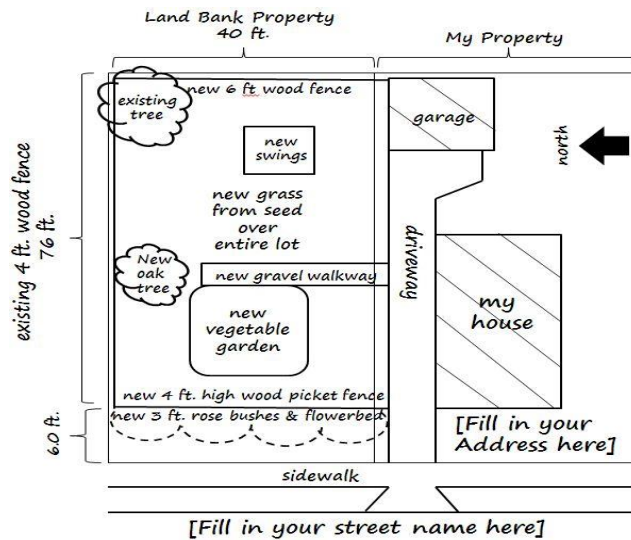
1. Draw and Label Existing Features of your Property and Land Bank Property

- Draw the rectangular outlines of your property and the Land Bank lot next door. On your property, draw the house footprint, driveway, garage and existing fencing & landscaping, etc.
- Label your street name and your house number
- Draw an arrow to point North (Note: North might not point to the top of the page.)

2. Draw and Label Improvements you will make to the Land Bank Property You Want To Buy

- If you plan to put up a new fence, show:
 - Where you will put up the fence
 - Material type, i.e. decorative wood, metal, vinyl (chain link fencing is not allowed to face the street)
 - Height of each fence. Note that fences in residential front yards cannot be over 4 feet high and must be at least 50% see-through; other fences cannot be taller than 6 feet.
- If your plans include new landscaping or a garden, indicate:
 - Proposed location of any new grass, trees, shrubs or gardens (label each)
 - Proposed size of vegetation/gardens & type of plants (Native area plantings are highly encouraged). Refer to *Re-Imagining Cleveland, Ideas to Action Resource Book* at <https://tinyurl.com/y8tbwy86>
- Show any other improvements you plan to make such as patios, walkways, play sets, gazebo, etc.

Site Plan Example. (This is only an example. Please create your own diagram.)



Please Return Completed Forms To:

City of Cleveland Land Bank
 601 Lakeside Avenue, Room 325, Cleveland, Ohio 44114-1070
 Phone: (216) 664-4126; Email: CD-DND@city.cleveland.oh.us; Fax: (216) 420-8042



Cleveland Land Bank

Application for a Side Yard



(Read the Guide for Side Yard Applications prior to completing this form)

Applicant Information (PLEASE PRINT)

Applicant Name (List names of <u>all</u> legal owners)	
Business /Organization Name (If applicable)	
Your Mailing Address (Address, City, State & Zip)	
Email Address	
Phone Number	
Alternate Phone Number	

By signing below, I certify that the information provided herein is correct and true to the best of my knowledge. I have read and understand the information provided in the Application Guide. If the property is conveyed, I agree to maintain the lot requested in accordance with all applicable state and local laws. **This form is a statement of interest only. By receiving it, the City of Cleveland does not commit to transferring the property to the applicant.**

Signature: (Signatures of <u>all</u> owners required)	
Date:	

Property Information

Land Bank Lot Address			
Land Bank Parcel Number			
Are you currently using the Land Bank property?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
If "Yes", describe improvements you have made to the Land Bank property (i.e.: landscaping, fencing, mowing, etc.).			
Address & Parcel Number of Your Property (If different from Mailing Address above)			
How long have you owned your property (# of years)?			
Is your property owner occupied? (Do you live there?)	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
Is the property a rental property?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
Do you own any other property within the City of Cleveland? (If so, list below or attach a sheet with other addresses and parcel numbers.)	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	

Proposed Improvements and Cost Estimates

Describe improvements you intend to make to the Land Bank property (i.e.: landscaping, fencing, mowing, etc.)

Draw a detailed Site Plan below of both properties. Estimate the cost of improvements. (For design ideas and cost estimates, refer to the Site Plan Example as well as the *Re-Imagining Cleveland, Ideas to Action Resource Book* at <https://tinyurl.com/y8tbwy86>)

Proposed Site Plan

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Fill in Street Name & Addresses of Both Properties

Estimated Cost

Fencing:	\$
Landscaping:	\$
Structures/Walkways:	\$
Drive apron removal & curb/tree lawn restoration:	\$
Other:	\$
Total Cost	\$

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