



# Land Bank



## Guide for Side Yard Application

The City welcomes your interest in acquiring a side lot for your home. Once this application is completed, 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/cleveland-land-bank> or call 216-664-4105 for assistance.
- Does your 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 improvement)
- 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?**
- Do you have the necessary funds at this time to cover the cost of the lot purchase price, recording fees, improvement costs and if applicable, lot survey and consolidation fees?**  
Note: Parcels are sold for \$200 each. Recording fees typically range from \$70-\$100.
- Does your completed Application include a detailed site plan and description of improvements & intended uses?** (See site plan example on reverse side) Note: Proposed improvements are to start within 30 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:

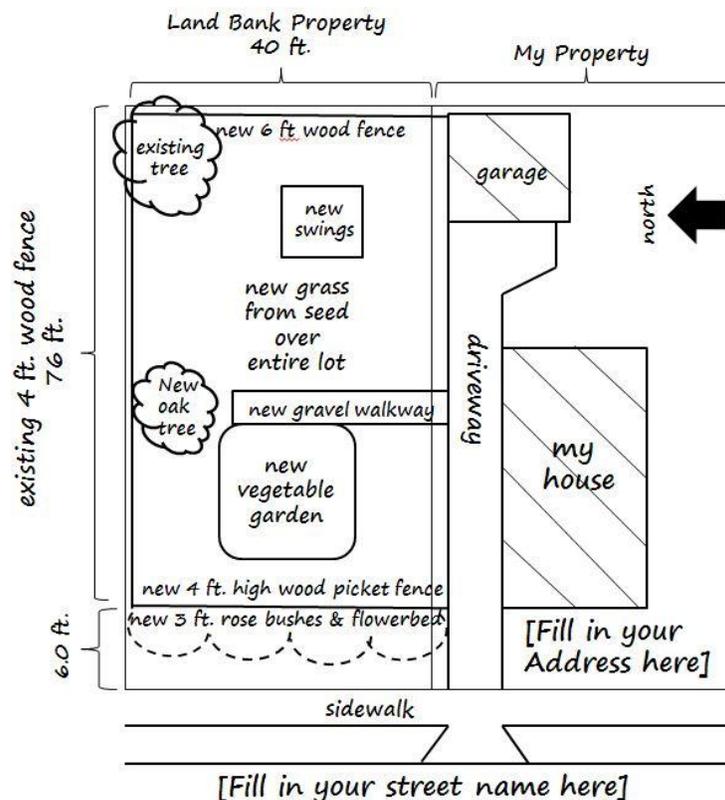
1. The City reserves the right to accept or reject any and all land use proposals. Land use criteria are largely based on the City’s 2020 Citywide Plan, its Sustainable Development Pattern initiative, and input from community development corporations and City Council members. Additionally, side yard requests may not be approved in neighborhoods where there is a demand for new housing.
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>
4. The City may place conditions on the sale and incorporate them as deed restrictions. If the buyer fails to make proposed improvements or properly maintain the property, the City may exercise its discretion and take back title to the property. Typical Deed restrictions may include but are not limited to:
  - a. At the end of the Lease/License term title to improvements shall vest with the Lessor/Licensors.
  - b. Removal of driveway apron (curb cut), reinstatement of curb and tree lawn.
  - c. 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.
  - d. Completion of new landscaping to code.
  - e. The combined properties must be maintained properties in a decent, safe and sanitary manner. This includes keeping the properties free and clear of debris and weeds.

5. Side yard lots are not to be used for commercial or illegal purposes such as storage of vehicles, misc. debris or items not suitable for residential purposes, parking on unpaved surfaces, 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 property tax estimate, contact the Cuyahoga County Fiscal Office (Real Property Info.) at 216- 443-7010 or check out its property tax calculator at <http://tinyurl.com/899s5t2>

### INSTRUCTIONS FOR COMPLETING A DETAILED SITE PLAN (REQUIRED)

1. **Draw and Label Existing Conditions on your Property and Land Bank Property**
  - Draw and label your existing house, driveway, garage, fencing & landscaping, etc. in relation to the Land Bank property
  - Label your street name and your house number
  - Draw an arrow to point North (for example: it might not point to the top if your house faces west)
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/ornamental wood or metal (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 <http://tinyurl.com/reimagining-cleveland>
  - Show any other improvements you plan to make such as patios, walkways, play sets, gazebo, etc.

**Detailed Site Plan Example.** (This is only an example. Please use your own information)





# Land Bank

## Application for Side Yards

**Applicant Information** (See Side Yard Application Guide prior to completing this form):

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

**Property Information:** (*LAND BANK* parcel refers to the property you want to buy whereas; the *ADJACENT* property refers to your property next to the land bank parcel)

<b>LAND BANK Parcel Street Address(es):</b>			
LAND BANK Parcel Number(s):			
Are you currently using the LAND BANK property?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
If "Yes", have you made any improvements to the LAND BANK property?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
If "Yes", what improvements have you made to the LAND BANK property, i.e. landscaping, fencing, mowing, etc.			
<b>Applicant's ADJACENT Property Address:</b> (If different from Applicant Mailing Address)			
How long have you owned the property adjacent to the land bank lot (years)?			
Is your property owner-occupied? (Do you live there?)	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
Is the property rental property?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
Do you own any other property within the City of Cleveland? (If "yes", please list the addresses, parcel numbers and property types on a separate sheet).	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	

**Proposed Improvements:** Describe improvements you will make to Land Bank parcel and how much they cost (Please refer to the Detailed Site Plan Example on the reverse side as well as the *Re-Imagining Cleveland, Ideas to Action Resource Book* at <http://tinyurl.com/reimagining-cleveland>.)

Fencing:	\$
----------	----

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

**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 by all owners required)	
Date:	

**Draw a *Detailed Site Plan* below or attach on a separate sheet.  
(See example on pg. 2 of the Application Guide)**

*Please Return Completed Forms To:*  
City of Cleveland Department of Community Development, Division of Neighborhood Development  
601 Lakeside Avenue, Room 325, Cleveland, Ohio 44114-1070  
Phone: (216) 664-4105, Email: [asarto@city.cleveland.oh.us](mailto:asarto@city.cleveland.oh.us); Fax: (216) 420-8042