

Application for Yard Expansion and Vacant Lot Purchase

Who should complete this application?

This form is for persons wishing to purchase vacant lots adjacent to properties. The Land Bank will sell vacant parcels to three types of buyers:

1. Adjacent property owners: An owner whose property that shares a property line with an undeveloped Land Bank Parcel;
2. Property owners within same block: Buyer who owns property within same block, across alley, or within 400 feet of an undeveloped Land Bank Parcel;
3. Non-profit community organizations: A 501(c)(3) organization who successfully licensed and improved a property as a community garden or beautification project for a minimum of one year.

What will it cost me to acquire the property?

The cost is the market value of the property, as determined by City Staff, the county auditor's appraised value, or other professional appraisal accepted by City staff.

What else do I need to know before getting started?

It is in your best interest to read and understand the material in this section before proceeding with the application. Please read the following, then sign and date at the bottom of the page.

- An application will not be approved unless the applicant has sufficient funds to purchase the property or the applicant applies for the mow to own program. Evidence of funding is required.
- After Land Bank approval, transactions must be authorized by Columbus City Council Legislation.
- The City reserves the right to condition the sale on the buyer's acceptance of deed restrictions.
- The City reserves the right to require that adjacent lots be combined into one lot.
- The City reserves the absolute right to accept or reject any and all land use/development proposals and offers for purchase.
- All personal information submitted to the Land Redevelopment Office of the City of Columbus is confidential.
- The Land Redevelopment Office will only accept a bank check or other type of payment with guaranteed funds such as a cashier's check, certified check, check from a title company escrow account, or money order.

Mow to Own Program

An adjacent homeowner or non-profit organization may apply; see Mow to Own Program attached to this application for details.

| |
|------------------|
| Name: |
| Address: |
| Phone Number(s): |
| E-mail(s): |

Please Respond to the Following Statements:

1. I am the following type of buyer:

- Adjacent property owner: An owner whose property that shares a property line with an undeveloped Land Bank Parcel;
- Property owners within same block: Buyer who owns property within same block, across alley, or within 400 feet of an undeveloped Land Bank Parcel;
- Non-profit community organizations: A 501(c)(3) organization who successfully licensed and improved a property as a community garden or beautification project for a minimum of one year.

2. Have you ever failed to pay your property or City income taxes on time?

Yes

No

3. Have you ever received a notice from the city indicating that you are in violation of the city code?

Yes

No

If you responded "Yes" to questions 2 or 3, please explain:

Property Information

| |
|-------------------|
| Parcel ID Number: |
| Address: |

**Why to you want to acquire this property?
(Please describe your plans for the property here.)**

Attachments:

The following information **must** be attached to this document before your application will be processed. The application will be considered incomplete if it is not submitted with all parts.

- Documentation to verify the funding necessary to purchase the lot. This can be in the form of a commitment letter from a financial institution or a personal bank statement.
- Application Fee of \$50.00. Checks or money orders should be made payable to "Columbus City Treasurer."

Signature (Required)

I hereby authorize the Land Redevelopment Office of the City of Columbus to obtain any credit, criminal, or other information necessary to

- 1) Determine my ability, or the ability of the party that I represent, to complete the proposed project.
- 2) Verify the information supplied in this application. All the information that I have provided is accurate to the best of my knowledge.

X _____ Date _____

**CITY OF COLUMBUS
LAND REDEVELOPMENT OFFICE
MOW TO OWN PROGRAM**

The Mow to Own program continues and strengthens the City of Columbus Land Bank's purpose by improving Columbus neighborhoods and returning vacant, abandoned and underutilized properties into productive community assets. Additionally, the Mow to Own program strengthens existing community investments by transferring ownership of vacant and abandoned parcels acquired by the City of Columbus Land Bank to adjacent property owners and nonprofit neighborhood stakeholders.

As required by Ohio Revised Code §5722.07, the vacant lots owned by the City of Columbus Land Bank will be sold at not less than fair market value. Adjacent homeowners may purchase an adjacent vacant lot to expand the homeowner's existing property by earning all or part of the purchase price with maintenance and/or improvements on the vacant lot. Ownership of vacant lots may also be earned by a nonprofit organization with 501(c)(3) status that is an existing stakeholder within the same neighborhood or area commission boundaries as the city owned property to be acquired. However, priority will be given to the adjacent property owners.

An application is required to participate in the program. Once the application is approved, the City and buyer will enter into an agreement that specifies the purchase price, proposed improvements, and maintenance plan. The property is transferred to the buyer once enough credits are earned toward the purchase price, either by completing and paying for the agreed upon improvements or cash payment.

Potential purchasers must meet the following qualifications:

- *Adjacent Homeowner*
 - Own and occupy the property adjacent to the land bank vacant lot to be acquired
 - No delinquent real estate or personal property taxes in Franklin County
 - No history of property maintenance, nuisance, building, and/or zoning code violations
 - No delinquent utility accounts

- *Adjacent Nonprofit Neighborhood Organization*
 - Own and occupy the property adjacent to the land bank vacant lot to be acquired
 - Have at the time of application and maintain 501(c)(3) status
 - No delinquent real estate or personal property taxes in Franklin County
 - No history of property maintenance, nuisance, building, and/or zoning code violations
 - No delinquent utility accounts

- *Non-adjacent Nonprofit Neighborhood Organization*
 - Have at the time of application and maintain 501(c)(3) status
 - Successfully license and maintain a land bank vacant lot for a minimum of one year
 - Be an existing stakeholder within the same neighborhood or area commission boundaries as the land bank vacant lot to be acquired
 - No delinquent real estate or personal property taxes in Franklin County
 - No history of property maintenance, nuisance, building, and/or zoning code violations
 - No delinquent utility accounts
 - Provide evidence that the nonprofit organization has the ability to complete the proposed project, including maintenance and improvements, in a timely manner in compliance with all city, state and other applicable regulatory requirements

Process

- *Price*
 - O.R.C. 5722.07 requires that the City of Columbus Land Bank Program sell the vacant lots for not less than fair market value. The sales price will be based on an internal fair market value determination by the Land Bank Program. However, the potential purchasers have the option to hire an independent appraiser to value the vacant lot or use the land value listed by the Franklin County Auditor.
- *Administrative Approval Process*
 - Purchaser must submit a completed application. Along with the application, a potential purchaser will have the option to submit a proposal to earn all or any portion of the final purchase price by maintenance and/or improvements on the vacant lot. Maintenance shall include, but not be limited to, mowing and removal of trash and debris on the vacant lot.
 - Purchasers will receive a \$25.00 credit for each mowing and related maintenance occurrence, up to a maximum of 15 times per year. Additionally, potential purchasers may submit a proposal to earn additional credit toward the purchase price by completing further maintenance or improvements on the vacant lot, such as gardening or landscaping. Purchasers will be required to submit receipts for any proposed additional improvements. Purchasers always have the option to pay cash for the balance owed on the vacant lot.

- The application and submitted proposal will be reviewed by the Land Bank staff. As required, the Land Bank staff may request additional information from the applicant and negotiate the terms of the purchase, including the maintenance and improvements proposal cost and timeline.
 - Applicant will receive a notification letter with their approval or disapproval status.
 - If approved, the applicant must sign a renewable two year option agreement to purchase the vacant lot and pay a nonrefundable administrative fee of \$175. This fee will be waived if purchaser pays at least 50% of the list price. This option agreement shall become null and void if the purchaser fails to adequately perform the proposed maintenance and/or improvements to the vacant lot or fails to maintain the lot in a manner consistent with the City of Columbus Codes.
 - ***The applicant can request a closing when all of the proposed maintenance and/or improvements are completed.***
- *Closing*
 - The Land Bank staff will prepare the necessary documents and schedule a closing.
 - Additionally, the Land Bank staff will compute the necessary closing costs, including the deed preparation fees, pro-rated real estate taxes, and property transfer fees. The purchaser shall be responsible for all closing costs. The City will not provide title insurance to the purchaser. The purchaser may independently purchase title insurance through a title company

**Mow to Own Addendum to
Application for Yard Expansion and Vacant Lot Purchase**

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|------------------|
| Name: |
| Address: |
| Phone Number(s): |
| E-mail(s): |

Mark one of the following:

- I own and occupy the adjacent property

- We are a 501(c)(3) organization whose facility is adjacent to the property

- We are a 501(c)(3) organization who currently license the land bank vacant lot for at least one year.

Property Information

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|-------------------|
| Parcel ID Number: |
| Address: |

Please list proposed improvements and a timeline for the work:

| <u>Proposed Improvement</u> | <u>Completion Date</u> |
|-----------------------------|------------------------|
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| | |

Please attach any relevant information, including: site plan, estimates, pictures, etc.

Signature (Required)

I hereby authorize the Land Redevelopment Office of the City of Columbus to obtain any credit, criminal, or other information necessary to

- 1) Determine my ability, or the ability of the party that I represent, to complete the proposed project.
- 2) Verify the information supplied in this application. All the information that I have provided is accurate to the best of my knowledge.

X _____ Date _____