



# Land Bank

## Guide for Development Application

The City welcomes your interest in acquiring a Land Bank property for development. 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 <https://tinyurl.com/fjffxvuw> to confirm if it is available or call 216-664-4126.
- 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 in the City of Cleveland owned by the applicant? If rental property is owned, it must be registered with the City prior to submitting an application.** For more information, see the form at <https://tinyurl.com/yblma7h7> call or 216-664-2827.
- Do you have the necessary funds at this time to cover the price of the Land Bank Property, recording fees, improvement costs, and if applicable, lot survey and consolidation fees?** Note: Parcels purchased for commercial & industrial use (as well as residential parcels in areas of high demand) are sold at fair market value as determined by the City and/or a qualified, third party appraiser.
- Do you have a site plan for your proposed project?** For requirements, refer to the guidance provided in **INSTRUCTIONS FOR COMPLETING A DETAILED SITE PLAN** at the end of this form.
- If your project involves new residential construction, have you obtained & completed the New Home Construction Packet?** Note: This packet includes a summary of Cleveland's Residential Design Guidelines as well as the required Schematic Design Review Submittal Checklist (site/context plan, elevation drawings & floor plans), Statement of Builder or Design Professional, and Documentation of Project Financing Capacity forms. More information is available from Warren Richardson at the City's Housing Development office at 216.664.2056 or [wrichardson@city.cleveland.oh.us](mailto:wrichardson@city.cleveland.oh.us).
- If your project involves non-residential construction, have you contacted the Cleveland Planning Commission?** Note: You can view the Applicants Guide on City Planning's website at <http://tinyurl.com/o85mgva> or call 216-664-2210 for additional information.
- Have you contacted the community development corporation (CDC) serving the neighborhood of your proposed project?** Note: For assistance locating CDCs you may contact Cleveland Neighborhood Progress at (216) 830-2770 or go to <https://tinyurl.com/y7tjzmf>
- Are you planning to create parking?** Note: A detailed Site Plan must be submitted. Please reference the accompanying site plan instructions (page 3) and obtain the Parking Lot Handout that includes sample parking lot layouts as well as other useful information that may be needed for your project.

## **Important Notes:**

1. Land Bank Property is sold “as is” via a Quit Claim Deed (The City is not responsible for cleanup or improvements).
2. Applicants are required to administer and pay for lot surveys as well as the recording of a lot consolidation plat when projects involve multiple parcels. Note: The cost varies and may exceed \$1,000.
3. Plans must comply with the City’s building codes and all other regulations, including zoning. Additionally, applicants 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 does not sell property to investors intending to hold property for resale.
5. 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.
6. 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. Restriction on resale until completion of the proposed project.
  - b. Commencement of the proposed project within 90 days of title transfer and completion within one year, unless otherwise agreed.
  - c. Installation of new landscaping and fencing to code. In some cases, all existing fencing may be required to be brought up to code.
  - d. Removal of driveway aprons (curb cut), reinstatement of curbs and tree lawns.
  - e. Maintenance of the combined properties in a decent, safe and sanitary manner. This includes keeping the properties free and clear of debris and weeds.
7. Lots are not to be used for illegal purposes such as parking on unpaved surfaces; vehicle servicing; storage of vehicles, boats, miscellaneous debris, etc.; or for uses not consistent with the approved project proposal.
8. Once Applicants take possession of Land Bank property, they are responsible for all real estate property taxes and assessments on properties as of the date of sale. 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>.

### ***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](mailto:CD-DND@city.cleveland.oh.us); Fax: (216) 420-8042

## INSTRUCTIONS FOR COMPLETING A DETAILED SITE PLAN

**Note: If parking is part of your proposal, please refer to our [Parking Lot Handout](#) for important, additional information.**

### 1. Provide an illustration and label existing site conditions

- Include an outline of parcel boundaries for the entire proposed site and identify each parcel by number
- Illustrate existing buildings or conditions that will remain such as driveways, aprons, fencing, landscaping, etc.
- Label the street name and any adjacent cross street or intersection
- Draw an arrow pointing North

### 2. Add drawings of and label proposed improvements to the site

- Indicate location, dimensions and layout of proposed structures, parking areas, landscaping, etc.
- Illustrate other planned improvements such as new driveways, walkways, signage, etc.
- If a new fence is planned, indicate:
  - Location(s)
  - Material type, i.e. decorative/ornamental wood or metal
  - Height of each fence
- Landscaping buffers are a required component for new parking lots. For buffers and other landscaping elements indicate:
  - Proposed location & size of new buffers/screening, grassed areas, trees or shrubs (label each)
  - Type of plants (Native area plantings are highly encouraged). The *Re-Imagining Cleveland, Ideas to Action Resource Book* at <http://tinyurl.com/reimagining-cleveland> is full of useful resources.

**NOTE: A detailed Site Plan is required for submission of this Application.**

#### ***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](mailto:CD-DND@city.cleveland.oh.us); Fax: (216) 420-8042



# Land Bank Application for Development

(See Guide for Development Application prior to completing this form.)

## APPLICANT INFORMATION

**PLEASE WRITE CLEARLY**

**Provide complete contact information for applicant/entity seeking to acquire the property.**

Applicant Name (List legal owners/applicants)	
Business/Organization Name & Contact Person (If applicable)	
Mailing Address (No P.O. Box) (Address City, State, Zip)	
Email Address	
Phone Number	
Alternate Phone Number	

***By signing below, I/we certify that the information provided herein is correct and true to the best of my/our knowledge. I/we have read and understand the information provided in the Application Guide. If the property is conveyed, I/we 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 (Sign and Print Name): (All owners are required to sign)	
Date:	

## LAND BANK PROPERTY INFORMATION

Land Bank Lot Address(es)	
Land Bank Parcel Number(s)	
Other Parcels - List other parcels that you own or intend to acquire as part of this project:	

## DESCRIPTION of Proposed Use and Improvements:

**Describe what you plan to do with the Land Bank Parcel(s).** If you are combining Land Bank Parcel(s) with your property (or other property), please describe the overall development, including all properties you would own.

**Describe the types of improvements that are applicable to your proposal.** If a specific question does not apply to your proposal, write or type "N/A".

If Residential Units, list number & type of units, including sq. ft.

If Commercial, Industrial, or Institutional Uses, describe project including sq. ft.

Height of development (in vertical feet or number of stories)

Main type of materials proposed for facades, i.e. brick/block, wood, vinyl, glass, metal, etc.

Number of new parking spaces and/or size of service area

Describe proposed landscaping, including area dimensions, vegetation and fencing types, heights and materials. For detailed information on sustainable landscaping, refer to the *Re-Imagining Cleveland, Ideas to Action Resource Book* at <https://preview.tinyurl.com/y8tbwy86>. See Native Planting section (pg. 28-31) & Community Resources section (pg. 39-42).

Landscaping between parking and sidewalk

Buffers for storage, trash, and/or incompatible uses

Other landscape features

Describe sustainability features in your proposal. For sustainable development ideas, please refer to the *8 Ideas for Vacant Land Reuse in Cleveland* at <http://tinyurl.com/osh9ws>.

## PROJECT COSTS

Please list all estimated costs to complete your development project, including improvements to and acquisition of Land Bank Property and all other associated property.

	Estimated Cost (\$)	Source of Estimate
1. Property Acquisition		
2. Site Preparation		
3. Hard Construction Costs		
4. Design Costs		
5. Other		
6. Other		
<b>TOTAL COST (\$)</b>		

**PROJECT Funding SOURCES**

Please list all sources of funding for your development project.

Source Type	Name of Source	Estimated (\$)	Are Funds Committed?	
1. Applicant's Equity			YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
2. Bank Financing			YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
3. Other			YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
4. Other			YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
<b>TOTAL SOURCES</b> ( <i>Sources must equal or exceed Costs</i> )		\$		

**Applicant Background and Experience**

Has the Applicant developed other projects in the City of Cleveland?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
If "yes", please provide a brief description of the previous project and year of completion:		
Has the Applicant previously received City funding for a development project?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
Is the Applicant in default of any City-funded project(s)?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
If "yes", please provide the project name and current status:		
Is the Applicant a named defendant or party to any litigation such as bankruptcy, foreclosure, arbitration proceedings, or have miscellaneous lawsuits pending or outstanding?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
Does the Applicant have any judgments or claims against him/her that could impede the ability to complete the project?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
If "yes" was answered to either of the above questions, please provide an explanation:		

**NOTE: A detailed Site Plan must be included with this Application**

**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