



City of Lorain Land Reutilization Program Guidelines and Application Instructions

The City of Lorain's Codified Ordinance 117-15 enacting Chapter 1545 "Land Reutilization" provides the opportunity for interested persons to purchase vacant, city-owned lots within the City of Lorain. The purchase price of the lots shall be eight dollars (\$8) per front foot, and shall be paid via a certified check or money order upon the approval of the application and proposed use is approved. The successful purchaser shall agree in writing to keep the property in their name for a minimum of five (5) years and to maintain the property in accordance with all applicable Health, Building, and Property Maintenance Codes enacted by the City.

Furthermore, each property sold or transferred shall contain the covenant and condition that if the property is sold within five years or at any time the purchaser violates any of the existing Health, Building or Property Maintenance Codes, upon ten (10) days written notification by certified mail to the purchaser/property owner, if the violations are not corrected within thirty (30) days, the lot and all improvements thereon, may immediately revert back to the City upon City Council approval.

The Building, Housing and Planning Department shall require a written proposal, completed with the application, for the reuse of the land which is consistent with existing Building and Zoning codes, as well as the current neighborhood characteristics. Applicants must be at least 18 years of age.

The City reserves the right to give preferred status to the following:

1. Abutting property owners;
2. Citizens of the City of Lorain and corporations, companies, organizations and institutions located in the City of Lorain; and
3. Land reuse that is consistent with the current City Zoning Code and fits within the current neighborhood characteristics.

Applications will not be accepted from persons, firms, corporations or companies who are:

- Delinquent on real estate taxes;
- Sixty (60) days or more delinquent on any City utility bill or in arrears on payments to the municipality in any capacity; and/or
- In violation of City of Lorain Property Maintenance/Building Codes.

In addition, applications will not be accepted outside of the timeframe referenced below.

The application must be completed in its entirety. Please allow a minimum of thirty (30) days for application review. If approved, a letter will be sent informing the successful buyer to provide a certified check or money order in the amount of the purchase price (\$8 x total front footage) within ten (10) days from date of the "Notice of Award" letter. Failure to provide payment within ten (10) days will remove the application from further consideration for the purchase of the parcel.

MORE THAN ONE INTERESTED BUYER

Applications are received and ranked on a first come, first served basis. In the event that an application is received on an identical parcel, and both buyers qualify for purchase, a letter will be forwarded to each interested buyer requesting a certified check or money order for the highest price of the parcel. The certified payment must include the Parcel number on the "memo" line of the check.

Example- Buyer A and Buyer B both meet the qualifications for the Parcel located on Alphabet Street which measures forty (40) front feet. Both are notified to provide a certified check or money order within ten (10) days which exceeds the minimum amount of \$320 (\$8 x 40 front feet). Buyer A submits a certified check in the amount of \$355; Buyer B submits a check in the amount of \$360. Buyer B is awarded the parcel, for offering the highest price for the parcel. Buyer A's bid, is returned less the administration fee.

LOT SPLITS

Those seeking to split a parcel (lot) must apply through the City's Engineering Department. All necessary fees are applicable, and the total cost of the lot would be divided equally between the buyers

APPLICATION INSTRUCTIONS

STEP 1- Complete section (A) by filling in the parcel number in the blanks provided. Remember, only one application per parcel.

STEP 2- APPLICANT AND CO-APPLICANT INFORMATION shall be completed in its entirety by providing: Name; Date of Birth; Home and/or Mobile phone number; email address (if available); current address; and Zip Code. The same should be provided if there is a co-applicant. Please note that applicants must be 18 years of age or older.

STEP 3- CONFLICT OF INTEREST should be completed answering each of the questions in Section (C).

STEP 4- PROPOSED REUSE OF PARCEL- Provide a detailed description of the planned reuse of the parcel. Feel free to attach additional documentation to the form to describe the reuse.

STEP 5- Provide the necessary signatures and dates on the signature line provided. Remit the completed application along with a certified check or money order written to the: **City of Lorain**. Completed applications should be mailed or hand delivered in an enclosed envelope to:

City of Lorain
Department of Building Housing & Planning
Attn: Land Reutilization Administrator
200 W. Erie Avenue, 5th Floor
Lorain, Ohio 44053

Additional Resources:

Provided are additional websites and phone numbers that may be helpful in completing the application:

Lorain County Auditor

PH: (440) 329-5207

<http://www.loraincountyauditor.com/gis/>

(Services---basic tax info; property characteristics e.g. front footage and lot size; maps; and images, etc)

Lorain County Treasurer

PH: (440) 329-5787

(Services—Tax bill; delinquent real estate taxes)

City of Lorain Treasurer

PH: (440) 204-1002

Website: **www.cityoflorain.org/treasurer/**

(Services—Income taxes; delinquent income tax payments)

City of Lorain Clerk of Courts

PH: (440) 204-2140

Website: **www.cityoflorain.org/municipal_court/clerks_office_duties**

(Services-Answer questions concerning monies owed to courts and information about your case, current or past)

City of Lorain Utilities Department

PH: (440) 204-2500

Website: **www.cityoflorain.org/utilities/billing**

(Services- Utility bill payment; delinquent bills)

City of Lorain Engineering Department

PH: (440) 204-2003

Website: **www.cityoflorain.org/engineering**

(Services- Lot splits and associated fees)

City of Lorain Department of Building, Housing and Planning

PH: (440) 204-2045 (Building Permits, land use and Zoning)

(440) 204-2020 (Listing of available lots)

Please note: If it is not a City of Lorain Department of Building, Housing and Planning's parcel list, we are unable to assist you with your request for purchase.