

## Lackawanna County Land Bank Side Yard Program Application

The Lackawanna County Land Bank Side Yard Program allows qualified applicants to acquire non-buildable vacant side lots owned by the Lackawanna County Land Bank or on the Lackawanna County Tax Claim Repository of Unsold Property list. Applicants **must** meet the eligibility requirements listed below to be considered. **This form is a statement of interest only.** Receipt of application does not commit the Land Bank to transfer the property. Applications will not be processed unless completed in its entirety. The Land Bank Board of Directors decides whether a property qualifies as a side lot and reserves the right to reject any application. The Land Bank transfers property by quit claim deed. Title insurance, if desired, is the responsibility of the applicant/purchaser.

### Basic Eligibility Requirements

Please closely review the requirements below and check the boxes indicating that your application meets all requirements.

- The Applicant must own a property adjacent to the (LCLB) lot. Priority consideration will be given to Owner Occupied adjacent property owners.
- The Applicant must be in substantial compliance with the local building and zoning regulations for their primary residence and other properties he or she owns in Lackawanna County.
- The Applicant must be current on all real estate taxes and assessments, including municipal fees, for their primary residence and all other properties he or she owns in Lackawanna County.
- The Applicant is not a prior owner of real property in Lackawanna County that was transferred as the result of tax foreclosure proceedings.
- The lot must be vacant and unimproved real property with no structures, unless approved by the Lackawanna County Land Bank.
- The Applicant must be able to maintain the lot in accordance with all local building, housing, and zoning codes.

The foregoing eligibility requirements are guidelines and may be waived or modified as determined by the (LCLB) to accommodate unique circumstances.

### Signature Required

I have read and understand the basic eligibility requirements for the Lackawanna County Land Bank Side Yard Program. By signing I certify that I have met the basic eligibility requirements.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## Key Considerations

- **A complete application includes this form, the notarized Affidavit of Applicant, a picture copy of the applicant's government issued photo ID, driver's license, passport, real ID, etc. and a cashier's or certified check made payable to the Lackawanna County Land Bank for the purchase price of the property. Incomplete applications will not be processed.**
- If the Land Bank receives two or more applications for the same property, the final decision to transfer property to any applicant rests in the sole discretion of the Land Bank Board of Directors as to the properties highest and best use. Priority consideration will be given to Owner Occupied adjacent property owners. The Board may also choose to accept sealed bids for the purchase of the property. Parcels can also be subdivided and sold to the adjacent property owners. In this case, all costs related to the subdivision shall be borne by the adjacent property owners.
- Once the application is received, the Lackawanna County Land Bank will submit correspondence to the municipality notifying of the intended repository transfer. The municipality will have ten (10) business days to submit comments on the transfer of the property.
- If the property contains a structure, the application will not be processed until the structure is demolished, unless otherwise approved by the (LCLB) in unique circumstances. The demolition may be completed by the Land Bank, the Municipality, or the Prospective Purchaser through a prearranged Agreement. However, the Land Bank is under no obligation to demolish the structure.
- Once the demolition, if applicable, is complete and the site cleared, the property will be transferred "AS IS" via a Quit Claim Deed.
- The (LCLB) maintains the right to condition the transfer of title on the buyer's acceptance of certain deed restrictions. Restrictions may be included in the purchase agreement and deed to ensure properties are maintained in an agreed upon way. If the buyer fails to maintain the property in an agreed upon way and pay all real estate taxes when due, the (LCLB) may exercise its discretion and take title to the property back from the buyer. All costs related to the transfer back to the Land bank shall be borne by the buyer. Purchasers of Land Bank owned properties who violate any requirements or restrictions stated in the Purchase Agreement or Deed will be prohibited from participating in future Land Bank transactions.
- As a condition of transfer of an improved or unimproved parcel, the transferee must enter into an agreement that the parcel is not subject to sale, subdivision or partition within a five-year period following the date of the transfer. The Land Bank Board of Directors may approve a transfer within this 5-year period under certain circumstances. The reason for the transfer must be made in writing.
- The minimum price to purchase a single non-buildable adjacent lot is \$150.00 (larger lots suitable for development or multiple lots may vary in price). Final price is determined at the discretion of the Land Bank Board of Directors. Again, the purchase price amount is due with this application. The purchase price can be paid by cashier's check or certified made payable to the Lackawanna County Land Bank.
- The Land Bank transfers property by quit claim deed. Title insurance, if desired, is the responsibility of the applicant/purchaser.
- The purchaser is responsible for the recording cost of the deed.
- **Please allow thirty to ninety days for this process to be complete.**

## Initials Required

I have read and understand the information provided in the Key Considerations section above.

X \_\_\_\_\_



**Signature (Required)**

By signing below, the Applicant hereby certifies that the information provided herein is correct and true to the best of their knowledge and that Applicant agrees to maintain the lot requested in accordance with all local ordinances and relevant laws. Falsifying or deliberately omitting any information regarding this application may result in immediate termination from the program and/or the (LCLB) seeking remedies available under law.

By submitting this application, I understand that the Lackawanna County Land Bank does not commit to transferring said lot and that this Application is a statement of interest only.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date

**Please fill out all sections of the application completely and return along with the notarized Affidavit of Applicant, a picture copy of the applicant’s government issued ID, driver’s license, passport, etc. and a cashier’s or certified check made payable to the Lackawanna County Land Bank for the purchase price of the property. All must be returned by mail or in person to address below.**

Lackawanna County Land Bank  
c/o Office of Planning & Economic Development  
Attention: Ralph Pappas/Side Yard Program  
123 Wyoming Avenue 5<sup>th</sup> Floor  
Scranton, PA 18503