

## **Lackawanna County Land Bank Side Yard Program Application**

The Lackawanna County Land Bank (LCLB) Side Yard Program allows qualified applicants to acquire vacant lots owned by the Land Bank or lots on the Lackawanna County Tax Claim Bureau Repository List through the Land Bank's acquisition and disposition process. Applicants must meet the eligibility requirements listed below to be considered.

### **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.
- 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

\_\_\_\_\_  
Applicant's Printed Name

**Municipal Approval**

The (LCLB) works closely with municipalities throughout Lackawanna County. To ensure that the sale of side yards compliments existing long-term land use planning efforts, the (LCLB) may require that side yard applications be approved by the municipality’s authorized representative where they are located.

**Initials Required**

I have read and understand the information provided in the Municipal Approval section above.

X \_\_\_\_\_  
Applicant’s Initials

**Key Considerations**

1. 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.
2. Once the demolition, if applicable, is complete and the site cleared, the property will be transferred “AS IS” via a Quit Claim Deed.
3. Once the application has been approved and the lot has passed the (LCLB)’s inspection process, the Land Bank and the buyer will work together to close the transaction.
4. 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 deed to ensure properties are maintained in an agreed upon way. If the buyer fails to maintain the property in an agreed upon way, the (LCLB) may exercise its discretion and take title to the property back from the buyer at the original price.
5. A.) Buyer and their successors-in-interest must receive the Seller’s written consent to sell, subdivide, or partition the real estate for five (5) years after the date of settlement. If Buyer, or their successors-in-interest do sell, subdivide, or partition the real estate within five (5) years after the date of settlement, without Seller’s prior written consent, the real estate will revert to the Seller, or its successor-in-interest.  
 B.) As a condition of transfer, should the Buyer require the reversionary requirement, referred as Additional Provisions A, to be waived, a fee equal to 3.5% for owner-occupied residential and 7% for non-owner occupied residential, multi-residential, commercial and/or industrial, will be assessed to the fair market value of the properties.
6. The minimum bid to purchase a single non-buildable adjacent lot is \$100.00 (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. This bid amount is due at closing when the purchaser receives the deed to the property to record. The bid amount can be paid by check or money order to: Lackawanna County Land Bank. **See Property Cost-Bid Procedure Below.**

**Initials Required**

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

X \_\_\_\_\_



**Applications must be received for review three (3) full business days prior the next scheduled monthly Land Bank Board of Directors meeting.** Meetings are scheduled for the second Wednesday of every month. No additional applications for a specific property will be accepted during the three full business (3) day application review period. This application must include the buyer’s intent or plan for the property The Land Bank office staff will date stamp all applications received for the property.

**Sealed bids for the specific property identified in this application will be accepted up until 10:00 AM the day of the next scheduled monthly Land Bank Board meeting.** (As stated above, an application for a specific property must have been submitted at least 3 full business days prior to the board meeting for a bid to be considered). The written bid must include bidders name (as to appear on the deed), the parcel number, location of the property by taxing district and the bid amount. **Make sure you write Bid Enclosed and the Address and Pin Number of the Land Bank Property on the outside of the separate sealed bid envelope.** The Land Bank office staff will date stamp all bids received for the property. The bids will be opened and reviewed at the next scheduled public meeting of the Lackawanna County Land Bank. The Land Bank, in consultation with that Municipalities Advisory Committee, will determine the properties highest and best use from the applications and bids received. The Land Bank Board of Directors also reserves the right to reject any and all bids.

**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 receiving 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. The application may be emailed to [pappasr@lackawannacounty.org](mailto:pappasr@lackawannacounty.org) or returned by mail or in person to address below. However, the bid form must be returned in a separate sealed envelope either by mail (please provide sufficient time for delivery) or in person to:**

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