



SIDE YARD PROGRAM FLOWCHART

Step 1: Submit application

When you come across a vacant lot that you are interested in purchasing, begin by reviewing the City's Side Yard Program webpage and Available Properties list.

1. Is the vacant lot you are interested in on the Available Properties list?
 - **Yes:** The vacant lot is part of the Side Yard Program and eligible for purchase.
 - **No:** The vacant lot is not part of the Side Yard program and is not eligible for purchase at this time.
2. Review the Side Yard Program Application and determine your eligibility in the program.
3. If you meet the eligibility requirements, complete the application and submit to the Housing Department by mail, e-mail, or drop off to City Hall:
Housing Department, 2nd Floor
5353 Lee Road
Maple Heights, Ohio 44137

Costs at Step 1: None.

Timeline: Determined by the applicant.

Step 2: Review and Approval

1. City Staff will review the application, make a determination within 14 days of receiving the application, and share the determination with the applicant.
2. If the application is approved, the Housing Department will present the application to the District Councilperson for their review. The District Councilperson needs to submit a letter of support in order for the application to move forward.
3. After receiving the Councilperson's letter of support, the Housing Department will present the application to the entire City Council for their review and approval. City Council must approve the application and transfer of the vacant lot in order for the process to move forward.

Costs at Step 2: None.

Timeline: 15 – 40 days, depending on City Council's next available meeting.

Step 3: Survey, Plat, & Deed

1. If City Council approves the application and transfer of the vacant lot, the Housing Department works with the applicant to execute a Purchase Agreement and find a surveyor for the property.
 - The consolidation of the applicant's primary residential lot and the vacant lot is required in the Side Yard Program. What this means is rather than owning 2 or more vacant parcels, the consolidation will result in the applicant owning one, larger parcel.
 - The Housing Department can provide a list of surveyors who have performed this type of work in the Program before; however, the applicant is welcome to use any qualified surveying company.
2. Once a consolidation plat is drafted by the surveyor, the plat is reviewed by the City Engineer and approved by the Planning and Zoning Commission.

Costs at Step 3: Cost of survey and consolidation plat preparation, estimated to be \$1,500.00 and \$2,500.00.

Timeline: 60 – 120 days, depending on City Council's next available meeting.

Step 4: Transfer & Recording

1. If Planning and Zoning Commission approves the consolidation plat, plat is printed on mylar and given to the City to obtain the necessary City Official signatures.
2. Once a consolidation plat has all the necessary City Official signatures, the mylar plat is given to the title company.
3. The title company obtains the applicant's signature(s) on the mylar plat and the quit claim deed(s), and files the deed and mylar plat with Cuyahoga County.

Costs at Step 4: The purchase price per lot of \$100.00 plus closing costs.

Timeline: 30 – 90 days, depending on availability to obtain required signatures, title company closing schedule, and filing with Cuyahoga County.

****Please note, if the applicant intends to install a fence, an addition to their residence, or perform other work on the vacant lot, a permit may be required. Please contact the Building Department to discuss your plans for the vacant lot and to determine whether a permit will be required.*****