



VACANT LOT PROGRAM APPLICATION

Housing Department

Applicant Information

Applicant Name(s): _____

Address: _____ City: _____ State: _____

Phone Number: _____ E-mail Address: _____

Applicant is the ☐ Developer ☐ Builder ☐ Owner Occupant ☐ Other: _____

Have you built a house in the City of Maple Heights previously? ☐ Yes ☐ No

If yes, please provide the address(es): _____

Do you have experience/expertise in home construction? ☐ Yes ☐ No

If yes, please describe the experience and provide property addresses, if possible:

Vacant Property Information

Parcel Number (PPN)	Address

Basic Eligibility Checklist

Please review the questions below and respond by checking the appropriate box to the right. The foregoing eligibility requirements are eligibility guidelines and may be waived or modified as determined by the Maple Heights Land Bank to accommodate unique circumstances.

	Yes	No	Unsure
Does the applicant currently own other properties in the City of Maple Heights? If so, please list below. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	
If yes to the previous question, do any of the properties above have existing Building, Housing, or Zoning Code violations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the property taxes current on all the properties listed above?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you or your company, if applicable, ever been party to a foreclosure action?	<input type="checkbox"/>	<input type="checkbox"/>	

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Project Design and Budget Information

Have you selected an architect? ☐ Yes (please provide information below) ☐ No

Architect Name: _____

Architect Firm Name: _____

Architect Firm Address: _____

Architect Phone: _____ Architect E-mail: _____

Have you selected a builder? ☐ Yes (please provide information below) ☐ No

Builder Name: _____

Builder Firm Name: _____

Builder Firm Address: _____

Builder Phone: _____ Builder E-mail: _____

Do you have plans ready to submit? ☐ Yes ☐ No (Floor plan and exterior rendering must be submitted with application.)

Estimated date to submit plans to the Maple Heights Building Department: _____

Estimated date to begin construction after property transfer*: _____

*Please note, Planning and Zoning Commission appearance may be required.

Estimated value/sales price of the new house(s): _____

Do you have financing in place for construction? ☐ Yes ☐ No

How do you plan to finance this development proposal? _____

Acknowledgement and Signature

I understand that this application will serve to notify the Maple Heights Land Reutilization Program of my interest in acquiring vacant property, but does require the City to transfer the vacant property and does not guarantee the City will approve my application or dispose of the property to me. By signing, I certify that I have read and understand the program eligibility requirements and process, and understand that, if my application is approved and the property transfers to me, I am responsible for paying the property taxes associated with the vacant property. Anyone falsifying information on this application is guilty of falsification per Cod. Ord. Sec. 606.10(a)(5), a first degree misdemeanor, punishable by a fine up to \$1,000 and a jail term up to 180 days.

Applicant's Signature

Date



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Maple Heights Vacant Lot Program Requirements

1. The Maple Heights Land Bank Vacant Lot Program operates on a first come, first served basis. The first qualified applicant to submit a complete application that is approved, will receive priority consideration. Submission of an application, regardless of whether it meets Program Requirements, does not require the City to transfer the vacant property and does not guarantee the City will approve the application or dispose of the property to the applicant.
2. The applicant must be current on their property taxes for properties owned in Maple Heights or on a payment plan and in good standing with the Cuyahoga County Fiscal Office. If the applicant is on a payment plan and in good standing with the Cuyahoga County Fiscal Office, documentation must be submitted with a Vacant Lot Program Application.
3. If an application is approved and the property transfers to the applicant, the applicant is responsible for paying the property taxes associated with the vacant property.
4. The applicant agrees and understands that the vacant property is purchased and transferred “AS IS” and no further work will be done to the property by the City of Maple Heights.
5. The City of Maple Heights does not guarantee the existence of utilities to the property, including sanitary sewer connection. If utility hook-ups are needed, it is the responsibility of the applicant alone to pay for these utility hook-ups.
6. The City of Maple Heights does not certify that there is no underground debris or materials from prior construction—i.e. foundations, basements, etc. The City is not responsible for the removal of anything found underground during construction.
7. The Maple Heights Land Bank 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 Maple Heights Land Bank may exercise its discretion and take title to the property back from the buyer.
8. The cost to purchase a vacant lot is Fair Market Value, subject to any deed restrictions.
9. The applicant is responsible for paying all closing costs.

Maple Heights Vacant Lot Program Process

1. Application is reviewed by City Staff to determine if the application is complete and if the application meets the City’s Vacant Lot Program requirements. Staff review all applications within 14 days of initial submission. City Staff reviews each application to ensure it meets the City’s Vacant Lot Program requirements, overall development objectives and plan, among other factors.
2. If City Staff determine the application meets the City’s Vacant Lot Program requirements and overall development objectives and plan, City Staff send the application to the Mayor for review and approval and to the District Councilperson to make them aware of the application. City Staff then present the application directly to City Council.
3. If approved by City Council, the applicant must enter into a Purchase Agreement with the City, submit a site plan for review by the Building Department, obtain any approvals and variances necessary from the Planning and Zoning Commission, and submit proof of financial capacity to build in order for the property to be transferred.

Submit completed applications to the Maple Heights Building Department by mailing it to 5353 Lee Road, Maple Heights, Ohio 44137 or by e-mailing it to rpieragostine@mapleheightsohio.com. Call (216) 587-9032 for questions.