





# SIDELOT PROGRAM APPLICATION

## Department of Planning and Development

### Maple Heights Side Yard Program Requirements

1. Side lot being applied for must be deemed “unbuildable” for New Construction through the Vacant Lot Program.
2. The Maple Heights Land Bank Side Yard Program otherwise 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.
3. Applicants must own a property adjacent to the vacant property and the applicant must occupy that adjacent property (“owner-occupancy”). To be considered an owner occupant, your property must be held in your name and the tax mailing address must match your property address.
4. The applicant’s primary residence must be in substantial compliance with the City’s building, housing, and zoning codes.
5. The applicant must be current on their property taxes for their primary residence 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 Side Yard Program Application.
6. 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.
7. 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.
8. If an application is approved by the City’s Housing Department, the Applicant acknowledges that the vacant property acquired from the Maple Heights Land Bank must, at the applicant’s cost, be consolidated with their adjacent parcel. Once the applicant’s application is approved, the applicant will have 30 days to submit a signed contract with a surveying company that outlines the lot consolidation. This cost is estimated to be between \$1,500 - \$2,500.
9. 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.
10. The cost to purchase a single side lot is **\$100.00** plus closing costs and surveying costs for lot consolidation.

### Maple Heights Side Yard Program Process

1. Application is reviewed by City Staff to determine if the application is complete, if the Lot is “unbuildable” for New Construction through the Vacant Lot Program, and if the application otherwise meets the City’s Side Yard Program requirements. Staff review all applications within 14 days of initial submission. City Staff reviews each application to ensure it meets the City’s Side Yard Program requirements, overall development objectives and plan, among other factors.
2. If City Staff determine the application meets the City’s Side Yard Program requirements and overall development objectives and plan, City Staff send the application to the District Councilperson to make them aware of the application and provide the opportunity to submit a letter of support. 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 and have the lots surveyed and consolidated in order for the property to be transferred.
4. Side yard applicants work with Housing Department staff to obtain the required Planning and Zoning Commission approvals for the consolidation and to record the deed and plat in order to transfer the property and consolidate the two properties, once all approvals are in place.

Please be aware that the process to purchase a side yard may take between two months and five months to complete. The timeframe to purchase a side yard varies based on the ability to meet the requirement to consolidate the vacant property with the applicant’s primary residence and the schedules of the City Council and Planning and Zoning Commission.

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](mailto:rpieragostine@mapleheightsohio.com). Call (216) 587-9032 for questions.