

## Lackawanna County Land Bank Side Yard Program Application

The Lackawanna County Land Bank (LCLB) Yard Program allows qualified applicants to acquire vacant lots currently on the Lackawanna County Tax Claim Bureau Repository List through the LCLB. 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 live in and 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 for their primary residence, and must be current on real estate taxes and assessments for 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. This may include non-occupant owners and non-adjacent Applicants.

### 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

**Please fill out all sections completely and return to:**

Lackawanna County Land Bank  
Attention: Ralph Pappas/Side Yard Program  
135 Jefferson Avenue 2<sup>nd</sup> Floor  
Scranton, PA 18503

**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) requires 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 has basic finishes, the property will be transferred “AS IS” via a Quit Claim Deed.
3. A complete application includes this form AND a letter of determination from the appropriate municipality. Incomplete applications will not be processed.
4. The (LCLB) Side Yard Program operates on a first come first served basis. The first qualified Applicant to submit a complete application, including a letter of determination, will receive priority consideration.
5. 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.
6. 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.
7. The cost to purchase a single lot is \$100.00 (larger lots suitable for redevelopment or multiple lots may vary in price). This fee is due once the application is approved and the Applicant receives a Property Conveyance Agreement from the (LCLB). The fee can be paid by check or money order to: Lackawanna County Land Bank.

**Initials Required**

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

X \_\_\_\_\_

**INTENDED USE**

- ❖ Side yard expansion
- ❖ Brief Description of use and planned improvements:

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\* Please note that parking on unimproved land is not allowed in most municipalities. If you intend to park on the property, you must improve the surface and abide by all building and zoning ordinances.

**Vacant Property Information**

Address of Property/Lot being requested: \_\_\_\_\_

Permanent Parcel Number (if known): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Home Owner Information**

Applicant Name: \_\_\_\_\_  
                                         First                                        M.I.                                        Last

If you are the co-owner of the home, please list all other names on the title to your home.

Co -Applicant Name: \_\_\_\_\_  
                                         First                                        M.I.                                        Last

Address (cannot be P.O. Box): \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: (where you can be reached between 9 am and 5 pm weekdays): \_\_\_\_\_

Phone (other): \_\_\_\_\_

Email address: \_\_\_\_\_

***Please note that all personal information submitted to the Lackawanna County Land Bank is confidential, to the extent permitted by law.***

**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.

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

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_