

# Landbank of the County of Butler Side Yard Program Application



The Landbank of the County of Butler Side Yard Program allows qualified applicants to acquire vacant lots owned by the Land Bank. Applicants **must** meet the eligibility requirements listed below to be considered. **This form is a statement of interest only.** Receipt of application **does not** commit the Land Bank to transfer property. Applications will not be processed unless completed in its entirety and the entire fee paid in full. The Land Bank reserves the right to reject any application. If Land Bank receives two or more applications for the same property, the final decision to transfer property to any applicant rests in the sole discretion of the Land Bank. The Land Bank transfers property by quit claim deed. Title insurance, if desired, is the responsibility of the applicant/purchaser

## 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 ,** as his/her **primary residence** , a property adjacent to the Landbank of the County of Butler lot.
- The Applicant **must** be in compliance with all local building and land use regulations for their primary residence and other properties he or she owns in Butler 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 Butler County.
- The Applicant is not a prior owner of any real property in Butler 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 Landbank of the County of Butler.
- 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 Landbank of the County of Butler to accommodate unique circumstances. This may include non-occupant owners and nonadjacent Applicants.



## Signature Required

I have read and understand the basic eligibility requirements for the Landbank of the County of Butler Side Yard Program. By signing, I certify that I have met the basic eligibility requirements.

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### Applicant's signature

### Date

Please fill out all sections completely and return to: Landbank of the County of Butler  
c/o: Martha Brown  
Attention: Side Yard Program  
114 Woody Drive  
Butler PA 16001

## Key Considerations

1. A complete application includes this form **AND** payment. Incomplete applications will not be processed.
  - a. Once the application and payment is received the Landbank of the County of Butler will submit a letter to the municipality notifying of the repository transfer. The municipality will have five (5) business days to submit comments on the transfer of the property.
  - b. Once the application and payment is received the Landbank of the County of Butler will forward the application to the Assessment office for their review.
2. The Side Yard Program operates on a first-come, first-served basis. The first qualified Applicant to submit a complete application and payment will receive priority consideration.
3. Once the application has been approved and the lot has passed the inspection process, Landbank and the buyer will work together to close the transaction.
4. The Landbank of the County of Butler 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, the Landbank of the County of Butler may exercise its discretion and take back title to the property.
5. Once the property is transferred, the owner must maintain ownership for a minimum of one (1) year. Should the property be transferred within that time, a fee of 15% of the sale price shall be returned to the Land Bank.
6. The cost to purchase a single lot is \$1,000 (larger lots suitable for redevelopment, or multiple lots, may vary in price). The fee shall be paid by check or money order to: Redevelopment Authority of the County of Butler.
7. Please allow six to eight weeks for this process to be complete.

I have read and understand the information provided in the Key Considerations section above.  
\_\_\_\_\_ (Applicant's Initials)

## Intended Use

Please retain a copy of this application for your personal records



Side yard expansion

Brief Description of use and planned improvements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_\* Please note that if you intend to develop/use the property, you must abide by all local land development, zoning and building permit ordinances.

### Vacant Property Information

Address of Property/Lot being requested:

\_\_\_\_\_

Permanent Parcel Number: \_\_\_\_\_ - \_\_\_\_\_

### 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 8 am and 4 pm, weekdays): \_\_\_\_\_

Phone (other): \_\_\_\_\_ Email address: \_\_\_\_\_

**Please note that all personal information submitted to the Landbank of the County of Butler 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 Landbank of the County of Butler seeking remedies available under law. By receiving this application, I understand that the Landbank does not commit to transferring said lot and that this Application is a statement of interest only.

\_\_\_\_\_  
\_\_\_\_\_

**Applicant's Signature**  
**Date**

**Printed Name**



Please retain a copy of this application for your personal records