

### Acquiring a City owned lot for Redevelopment as a Single-family Home

- The City is offering buildable lots for redevelopment as owner-occupied single family homes.
- The buyer or the developer may apply to acquire the lot.
- The City will not entertain offers to build homes on a speculative basis. All prospective homes MUST be pre-sold for owner occupancy.
- The City can revert the property if it is not built and used as an owner-occupied single-family home.

### Acquiring a City owned lot for use as a side yard or Community use

- The City is offering lots that are smaller, oddly configured, or for some other reason not buildable to adjacent property owners to use as side yards.
- Side yard applicants must owner-occupy the adjacent property and propose an improvement on the City owned lot (addition to a home, patio, gazebo, etc.).
- The City will also entertain offers from residents, community groups, institutions, etc. for community uses such as a community garden, etc.

### General Information

To acquire a City owned residential lot “AS IS”, please complete this application and return it to the Shaker Heights Department of Neighborhood Revitalization.

You will need to review the City’s policies, guidelines, and procedures before submitting an application. They can be found online at [www.shakeronline.com](http://www.shakeronline.com) “relocation services” or provided upon request by calling 216-491-1370.

#### Additional Resources:

- Green Building guidelines for infill housing
- Shaker Heights Zoning Code
- Design guidelines for single family infill housing on City-owned Lots

#### Key Considerations:

- Applicants that are not in good standing with the City’s Housing Inspection, Building, or Planning departments are not eligible to purchase City owned properties.
- Applicants with delinquent property taxes in Shaker Heights are not eligible to purchase City owned properties.
- The City will only sell vacant residential lots to persons/firms who are building single-family homes that will be owner-occupied or be used as side yards or community uses.
- The City’s Design Guidelines for new construction must be adhered to and will be a requirement in the Development and Use agreement with the City, if approved.
- The receipt of a completed application does not guarantee a property transfer. The City will carefully review applications and accept/deny based on their merit.

### Personalized Assistance

If you have any questions about the program, application, or review process, please call 216-491-1370.



The City of Shaker Heights  
Application for acquiring City-owned residential lots

**Property Information**

1. Permanent Parcel Number: \_\_\_\_\_
2. Property address: \_\_\_\_\_
3. Cuyahoga County Market Value: \_\_\_\_\_
4. Purchase offer amount: \_\_\_\_\_
5. Intended use:  Redevelopment as Single-family home  Side yard  
 Community use

**Applicant Information**

1. Name of Applicant/s: \_\_\_\_\_
2. Mailing Address\*: \_\_\_\_\_  
Street Address City State Zip Code

*\*Post Office Boxes are not acceptable as an address.*

3. Phone Numbers: \_\_\_\_\_  
\_\_\_\_\_
4. E-mail address: \_\_\_\_\_
5. Are you a builder/developer proposing to build a pre-sold home?  Yes  No  
If so, please tell list the contact information for the buyer:  
Name: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

6. List any and all properties currently owned in The City of Shaker Heights. You may attach additional sheets if necessary.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Do any of the properties you own in Shaker Heights have existing Housing or Zoning Code Violations?  Yes  No
8. Are property taxes current on all properties you own in Shaker Heights?  Yes  No

**Single-family Redevelopment Proposal**

1. Is the design of your home one of the City's pre-approved plans?  Yes  No
2. If not, list the architect who is designing your home:  
Architect: \_\_\_\_\_



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Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

3. Please list the builder/developer/general contractor who will be in charge of constructing the home.

Contact: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

4. Estimated time to complete home after property transfer: \_\_\_\_\_

5. Please attach a front elevation drawing and/or sketch of the home you propose to build on the lot. Applications without a drawing/sketch will not be considered.

**Architectural Subsidy**

The City is offering \$5,000 grants to buyers to encourage high quality architectural design.

To be eligible for the architectural subsidy:

- Your architect must sign an agreement with the City to offer the plans to future Shaker buyers at a discounted rate of \$1,100 and to modify the plans at a discounted rate.
- The plans will become part of the City's pool of pre-approved plans that can be used in the future by residents, developers, and buyers to construction new infill homes in Shaker.
- The plans must be approved for the program by the City's Planning and Development Department and/or Architectural Board of Review.

Indicate whether you will apply for the architectural subsidy of \$5,000.     Yes     No

**Side yard Proposal**

Do you live adjacent to the City owned lot?     Yes     No

Describe the improvements you plan to make on the City owned lot (use additional sheets as needed and attach drawings as appropriate):

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Please list the builder/developer/general contractor who will be in charge of constructing the improvement.

Contact: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

Estimated time to complete the project after property transfer: \_\_\_\_\_



**Community Use Proposal**

Describe your proposed use of the City owned lot (use additional sheets if necessary):

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What neighborhood is the project in? \_\_\_\_\_

Does the relevant neighborhood association support the project?  Yes  No

*Please attach a letter of support from the neighborhood association if applicable.*

How many residents will be involved with the project? \_\_\_\_\_

How many residents do you estimate will benefit from the project? \_\_\_\_\_

Describe how residents/community will benefit from the project (use additional sheets if necessary)

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**Financing**

1. Estimated Construction Costs: \_\_\_\_\_

*A construction schedule and cost breakdown for construction (This must be printed on the contractor's letterhead and signed by the contractor) must be attached to this application. These estimates will be reviewed by the City for reasonableness and accuracy.*

2. By what method do you plan to finance this development proposal (Check all that apply)?

|                        |    |       |               |
|------------------------|----|-------|---------------|
| Loan                   | \$ | _____ |               |
| Personal Assets        | \$ | _____ |               |
| Other (please specify) | \$ | _____ | source: _____ |
| Total                  | \$ | _____ |               |

*Proof of financing must be attached to this application i.e. copies of loan commitments, bank statements, etc. Applications without proof of financing will not be accepted.*



**How to submit an application**

**Mail:** Department of Neighborhood Revitalization  
 3450 Lee Road, Shaker Heights, OH 44120

**Fax:** 216-491-1456, Attn: Kamla Lewis

**E-mail:** kamla.lewis@shakeronline.com

**The City’s application review process**

**Review & Approval Process:**

1. First review by Neighborhood Revitalization staff to determine:
  - a. That application is complete and meets City requirements
  - b. Builder/developer qualifications
2. Staff presents acceptable proposals to the Neighborhood Revitalization Committee (NRC) for their review and recommendation to City Council.
3. Successful applicants receive a conditional approval so they can proceed with financing and developing architectural plans.
4. Applicants will work with Planning & Development Department staff to develop a design that meets design guideline requirements and will meet zoning requirements.
5. Architectural plans and front elevation drawings will be reviewed by Architectural Board of Review (ABR) and City Planning Commission (CPC) for their approvals.
6. Proposals approved by NRC, ABR, and CPC will go before City Council for final approval.

**Checklist for Applicant**

***The application must be complete with all necessary attachments to be processed.***

The following is a checklist for you to help ensure that you have attached the necessary required documents to the application prior to submission. If you should have any questions, please contact The City of Shaker Heights Department of Neighborhood Revitalization at 216-491-1370.

|   | <b>Yes</b> |
|---|------------|
| <b>Application Form</b>   |            |
| 1. All questions are answered where applicable.   |            |
| 2. Non-Collusion affidavit is completed, signed, and notarized.                               |            |
| 3. Application is signed.   |            |
| <b>Attachments</b>  |            |
| 1. Front elevation drawing of proposed home if applicable.                                    |            |
| 2. Verification of financing (bank statements, letter of commitment from bank, etc.)          |            |
| 3. Development schedule and Cost breakdown on Contractor letterhead and signed by Contractor. |            |



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**I/We Acknowledge that we have been advised and understand that:**

1. All applications for City-owned properties may be reviewed by City Staff, City Council, City Planning Commission, and the Architectural Board of Review. The City may reject the application altogether or ask for revisions.
2. This application is a statement of interest only. By receiving it, the City does not commit to transfer property.
3. All City-owned property is sold “as is” and no further work will be done to the property by The City of Shaker Heights.
4. The City of Shaker Heights does not guarantee the existence of utilities to the property and it will be my/our responsibility to pay for any needed utility hook-ups.
5. The City of Shaker 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 under ground during construction.
6. I/We will be responsible for all taxes, water charges, waste charges, governmental and private liens and encumbrances, if applicable, and any other taxes that become due from taking title to the property. I/we are responsible for inquiring at the appropriate offices to determine the amounts of taxes and charges that will be due.
7. I/we will close on a property sale within 90 days of the City’s approval. The City will not transfer the property if this deadline is missed (subject to Force Majeure).
8. Construction will be completed within 12 months of transfer. If this deadline is missed, the City will issue a penalty equal to the average selling price of comparable lots plus lost interest (subject to Force Majeure). An extension of up to 6 months may be obtained by written notice to the City.
9. I/we agree to all City requirements of submitting documentation and/or any additional information that the City of Shaker Heights may need for the completion of the application process.
10. I/we agree that if this application is approved, the property will be maintained and developed in compliance with the completed application.

All information and supporting documentation supplied to The City of Shaker Heights is accurate to the best of my knowledge and belief. I understand that providing false information may violate Federal, State, and local laws and be punishable and as such will invalidate this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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**Non-Collusion and Disclosure Affidavit**

Personally appeared, \_\_\_\_\_ who being duly sworn, deposes that:

1. I am over the age of eighteen and I understand the obligation of an oath.
2. I am \_\_\_\_\_ that submitted an application to The City of Shaker Heights for a contract and am acting in my individual capacity.
3. I am fully apprised of the contents of the said application and all pertinent facts and circumstances relative to the same.
4. Such application is genuine and is not collusive or a sham.
5. Neither said individual (including any immediate family) nor any of his/her partners, representatives, affiliates, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other individual to submit a collusive or sham application in connection with the contract for the application has been submitted.
6. The prices/quotes/estimates in the application are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the individual or any of his/her immediate family members, partners, representatives, affiliates, or parties in interest.
7. No City Council Member, elected or appointed official, or Shaker Heights employee is directly or indirectly interested in or will benefit financially by the application, is in a position to participate in a decision making process or gain inside information about the application.
8. I will disclose on an attached sheet any immediate family members who are Shaker Heights employees, Council Members, or elected or appointed officials.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date

Personally appeared before me and swore to the truth of the truth of this affidavit, application, and all attachments on \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public