

Charleston Land Reuse Agency Side Lot Program

What is the CLRA

The Charleston Land Reuse Agency was created by City Council on August 19, 2019, with the goal of promoting the productive use of property by identifying available properties suitable for public space, neighborhood restoration, conservation, housing, and commercial use; and pursuing the acquisition, management, inventory, and disposition of those properties. We hope to empower people to come together to create prosperity by restoring and sustaining communities and contributing to efforts to revitalize neighborhoods, thereby enhancing the quality of life for residents of the City of Charleston.

We return unwanted, abandoned, or distressed properties to productive use by strategically acquiring properties, supporting community goals, driving collaboration with housing developers, community groups, residents, financiers, and nonprofit entities, acting as a catalyst for preservation of neighborhoods, and bridging the efforts of City Departments in order to stabilize and enhance neighborhood viability and help ensure a more robust and safe housing environment for residents.

The Charleston Land Reuse Agency is governed by a seven-member Board of Directors. The members of the Board of Directors are appointed by the Mayor and confirmed by City Council.

Overview

The Charleston Land Reuse Agency Side Yard Program welcomes your interest in acquiring a side lot. This program allows qualified applicants to acquire vacant lots owned by the Charleston Land Reuse Agency and enlarge their existing yard.

Getting unused and abandoned property into the hands of existing property owners helps build our neighborhoods and stabilize property values. It also helps us return property to the tax books and helps owners sustain and invest in their homes. To be considered, applicants must meet the eligibility requirements listed below.

Program Requirements

Basic Eligibility Requirements:

Please closely review the requirements below to ensure your application meets all requirements.

- The Applicant owns a property adjacent to a Charleston Land Reuse Agency lot that has been identified as a “Side Lot Property” as approved by the CLRA Board of Directors.
- The Applicant must be in substantial compliance with the local building, zoning,

and other applicable property codes and regulations for their primary residence and other properties they own in the City of Charleston.

- The Applicant must be current on all real estate taxes and assessments for their primary residence, and for other properties he or she owns in the City of Charleston.
- The Applicant is not a prior owner of real property in the City of Charleston that was transferred as a result of tax foreclosure.
- The lot must be vacant and unimproved real property with no structures, unless approved by the Charleston Land Reuse Agency.
- The Applicant must demonstrate an ability to maintain the lot in accordance with all local building, property maintenance, and zoning codes.

Key Considerations:

- The CLRA reserves the right to accept or reject any and all side lot applications. Land reuse priorities take into consideration all adopted long-range planning documents, redevelopment plans, community-based redevelopment priorities, and housing needs.
- If other adjacent property owners want to acquire the same lot, the lot can be divided and transferred to the respective property owners. When lots are to be split, negotiations between the adjacent property owners and the CLRA will take place to find an amicable solution.
- Side yard lots are not to be used for non-compliant or illegal purposes and all uses including parking of vehicles and storage of recreational vehicles shall follow applicable codes. Storage of inoperable/unlicensed vehicles, miscellaneous debris, or items not suitable for applicable zoning district, etc. is prohibited. Please discuss your intended reuse of the property with CLRA staff.
- The applicant is responsible for all real estate property taxes and assessments on both properties moving forward.
- The CLRA strongly recommends that, after transfer of the side lot, you combine the two properties onto one tax ticket. This can be accomplished by contacting the Kanawha County Assessor's Mapping Department at (304)-357-0222 or in person at the Kanawha County Courthouse, second floor. Combining the properties onto one tax ticket could reduce the overall taxes you pay annually and make paying your taxes easier and more efficient in years to come.
- Neighbors are encouraged to apply to the CLRA at their earliest convenience. However, please be aware that the process to purchase a side yard may take between 30 days and

nine months to complete depending on required documents and due diligence. If you have questions on what to expect for a specific lot next door to your home, please contact the CLRA staff.

- If there is a vacant and dilapidated structure to be demolished located on a CLRA Property, applications will not be processed until the structure is removed, unless otherwise approved by the CLRA in unique circumstances. Once the demolition is complete and the site has been stabilized, the property will be transferred “AS IS” via quit claim deed.
- Once the application has been approved by the CLRA Staff, we will work together to close the transaction and transfer the property to you.
- The cost to purchase a single lot is as follows:

<u>Owner-occupants:</u>	\$50.00 Application Fee
	\$150.00 Amount Due at Closing

To be considered an owner occupant your property must be held in your name and the tax mailing address must match your property address. If you are experiencing financial hardship, please discuss this with CLRA staff to explore the potential for waiver of fees.

<u>Non-owner-occupied:</u>	\$100.00 Application Fee
	\$400.00 Amount Due at Closing

Non-owner-occupied properties are those owned for investment purposes, or owned under a business/LLC name.

The application fee is due upon submittal of your application for the side lot program, the remainder is due at closing.

Application & Supplemental Information

Applicant and Property Information:

Address of Property/Lot being requested:

Assessor Parcel Number (if known):

Applicant Name:

Co-Applicant Name:

Your Property Address:

City, State, Zip:

Daytime Phone:

Phone (other):

Email Address:

Please list addresses of other properties owned in the City of Charleston:

Intended Use of the Property:

Please describe your intended use of the side yard. Please describe any improvements that you intend to make to the side yard in the first year of ownership.

Please note that the construction of fencing, sheds and paved surfaces require building permits and/or lot consolidation. If you are unsure if your plans meet City code or unsure of the permitting process, please contact the City of Charleston Building Commission and Planning Department. Please note that parking on unimproved land is not permitted. If you intend to park on the property, you must improve the surface and abide by all applicable codes.

Applicant Consent and Agreement:

____(initial) I understand that all properties are sold in an “AS IS” and “WHERE IS” condition with no warranty or representations by Charleston Land Reuse Agency. I understand that I must do any due diligence prior to acquiring this property.

____(initial) I agree to indemnify and hold the Charleston Land Reuse Agency harmless for any claims arising out of the environmental condition of the property.

The foregoing eligibility requirements are guidelines and may be waived or modified as determined by the Charleston Land Reuse Agency to accommodate unique circumstances. This may include non-occupant owners and nonadjacent applicants.

I have read and understand the basic eligibility requirements for the Charleston Land Reuse Agency Side Yard Program. By signing I certify that I have met the basic eligibility requirements.

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 rejection of the application.

By receiving this application, I understand that the Charleston Land Reuse Agency does not commit to transferring said lot and that this Application is a statement of interest only.

Applicant's Signature

Printed Name
Date

Co-Applicant's Signature

Printed Name
Date

Please ensure all sections are completed and return to:

Any fees can be made payable to:

Charleston Land Reuse Agency
Attn: Side Lot Program
915 Quarrier St., Suite 1
Charleston WV 25301