



Dear Property Owner,

This letter is to inform you that the Fulton County Land Reutilization Corporation (“Land Bank”) has funds available to demolish abandoned, vacant, and blighted structures throughout the county. The Land Bank invites you to learn more about the program and formally express your interest in receiving funding for demolition.

About the Program & Land Bank

The Fulton County Land Bank is an organization with a mission of returning abandoned and blighted properties to productive use to increase property values, support community goals and improve quality of life for county residents. From time to time, the Land Bank has access to grant funding to help achieve its mission. Currently, there are funds available for residential/commercial demolitions and brownfield remediation projects.

The demolition program provides property owners with partial grant funding for the demolition of their property **if** it is deemed eligible by the Land Bank **and** Ohio Department of Development (state). Residential property owners will be charged an administrative fee, not to exceed \$5,000. Property owners who are able to pay the fee will continue to maintain ownership of their property throughout the demolition process and after. The Land Bank may accept a donation of your dilapidated, vacant structure, in which case the owner would not have to pay an administrative fee. The exact administrative fee required by the owner will be promptly communicated prior to performing demolition activities, at which point owners could choose to decline participation if they are unable to commit financially. All fees will be calculated by the Land Bank at a rate set by the Land Bank.

Next Steps:

If you are interested in receiving demolition funding for your property, please fill out the enclosed **Intake Form** and **Access Agreement**. Maumee Valley Planning Organization (MVPO) facilitates this application process and grant on behalf of the Land Bank. All questions and concerns related to next steps should be directed to MVPO. Your submittal of the Intake Form and Access Agreement does **not** guarantee funding for your project.

For additional information, please view the FAQ sheet attached or contact Estee Miller at Maumee Valley Planning Organization at 419-784-3882 or plannerem@mvpo.org

Sincerely,

Estee Miller

Estee Miller – Grant Administrator/Planner



Frequently Asked Questions:

- **When is the Intake Form and Access Agreement due?**
 - Currently, Intake Forms and Access Agreements will be accepted on a rolling basis as the state has not released a deadline for the application yet. However, we encourage property owners to make this a top priority and turn in materials sooner rather than later.
- **What properties are eligible?**
 - Commercial, residential or industrial properties are eligible for the program. Agricultural only properties (barns only) are not currently eligible; however, we are lobbying to get that changed. If it is a residential property with a barn, then it is eligible. All taxes, liens, etc must be paid and satisfied.
- **When would demolition activities take place?**
 - Tentatively, asbestos testing and abatement would take place early 2024 with demolition to follow in the spring/summer of 2024. However, dates have not been released by the state.
- **What do I have to contribute financially?**
 - Owners of residential properties will contribute an administrative fee set by the Land Bank not to exceed \$5,000. Commercial properties will be calculated at a different rate and there is no cap currently set. You will be made aware of financial contribution required prior to demolition activities. If you are unable to commit, you may choose to decline and not participate in the program.
- **Do I select the contractors?**
 - No. All contractors are selected by the Land Bank. The Land Bank must follow proper procurement procedures. If you know a contractor interested in doing work, please have them contact Maumee Valley Planning Organization.
- **Is the program voluntary?**
 - Yes, this program is 100% voluntary. If you have received a nuisance abatement or zoning violation, then you may be court ordered to participate.
- **Do my taxes have to be paid? What about liens/loans?**
 - Yes. Property taxes must be up to date. All liens/loans must be forgiven or paid off. A letter releasing the lien must be received. The Land Bank may accept donation of your property, even if it is tax delinquent and contains a blighted structure.
- **Does submitting my application guarantee funding?**
 - No. Submitting your application does **NOT** guarantee funding. The state must approve all properties to determine eligibility.
- **When does the access agreement go into effect?**
 - The access agreement is a required component of the application. It must be submitted in order to receive funding. The Land Bank will NOT perform any activity on your property until after a "Commitment and Voluntary Participation Agreement" is signed, which will take place after funding is awarded.

Fulton County Demolition Intake Form

Please answer as much as you can on this Intake Form. Incomplete intake forms will still be considered. Note: If you would like to request a digital version of this document or if you have questions please email plannerem@mvpo.org or call Estee Miller at Maumee Valley Planning Organization (419-784-3882)

PROPOSED DEMOLITION SITE INFORMATION			
Property Address:			
Parcel Number:			
County:			
Type of Property:	Residential	Commercial	Agricultural
What needs demolished?	House # of Barns: _____	Mobile Home Other: _____	# of Sheds: _____

PRIMARY PROPERTY OWNER CONTACT INFORMATION	
Please fill in the main point of contact for the property. If more than one owner, please indicate below.	
Property Owner Name	
Owner Phone Number	
Owner Mailing Address	
Owner Email Address	
Additional Owner Name(s) and Contact:	

If someone else manages the primary owner's property, please indicate below with the name and contact information of the manager and attach written consent from owner. This person would become the main point of contact moving forward:

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Please fill out all the following questions to the best of your ability:

If you are unsure, please leave the question blank.

Property Information:

1. How long has the property been vacant? _____

2. After demolition, what is the intended **end use** of the property? Circle/Check all that apply
 - Vacant lot/personal use
 - To sell
 - To build
 - To farm
 - Other (please explain below):

3. Please list **all** of structures/buildings that are on the property and quantities. Descriptions are helpful (Ex: 1 red barn, 2 white sheds, 1 two-story house)

4. Please specify which of the above list are to be **demolished**.

5. Please specify of the buildings from number 3, which are to be **kept**.

6. Please indicate any other items that may need removed (sidewalks, driveways, etc.). Please note: Tree and brush removal is **NOT** included with demolition unless it is in the way of the contractor. Owners can pay contractors separately for these activities.

7. **Reason** for requesting assistance with demolition of property:

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8. Are you able to contribute to the project **financially**? If so, how much: _____
Owners of residential properties will be charged an administrative fee set by the Land Bank not to exceed \$5,000.00. If owners are unable to commit financially, the Land Bank may accept donation of the property at no cost. Commercial/industrial property owners will be charged an administrative fee set by the Land Bank – no cap is set for those properties. You will be notified promptly what the exact administrative fee for your property will be.
9. Are all your **belongings** you intend to keep removed from the property/buildings you want demolished? All items left inside of buildings will be removed by the contractor.
- Yes
 - No
- Once a contract is signed, Contractors take “ownership” of the items in the buildings. Items in the buildings could influence their bids and therefore, all belongings need to be removed at time of bid. You will be contacted with a date in which your belongings should be removed by. It could be as early as January of 2024.***
10. For asbestos inspection and abatement, contractors will need **access** to the inside of each building that is to be demolished. How can your buildings be accessed? Check/Circle one:
- ALL Buildings are accessible – unlocked/easy to access
 - At least one building is locked – a key is needed to get in
 - At least one building is secured by security system that requires a code to get in
- Your key/security code will need to be turned in once we confirm funding and eligibility.**
11. Upon completion of the demolition, the standard is to level the lot with clean fill dirt and plant grass seed. Please indicate your preferred site condition once demolition is completed:

Fulton County Demolition Intake Form

- Leveled lot with fill dirt and grass planted
- Leveled lot with fill dirt, NO grass planted (Farming/gardening purposes)
- Leveled lot with stone (this is only allowed on a case-by-case basis)
- Other (please explain below)

12. Are there any unpaid **real estate taxes** owed for the property? Yes No Unsure

13. Are there any **liens or loans** against the property? Yes No Unsure

- *If yes, must receive proof of payment or demolition approval letter from lienholder**

14. Please list **ALL** property owners as indicated on the deed and attach the deed. If owned by a business or LLC, please list the authorizing agent along with documentation:

UTILITIES

15. Has the **electric** been cut to the buildings to be demolished? Yes No

16. Who is the electric **provider** (fill in only if electric has not been cut):

17. How did you get **water** to the property?: Cistern Well City/Village

18. What other **utilities** are or were present?

- Gas – Provider: _____
- Sewer
- Other- indicate below:

19. Please indicate the **status** of all other utilities on the property (Cut off, active, etc.)

Fulton County Demolition Intake Form

20. Are there any other special circumstances related to utilities we need to know about (ex: electric runs from structure to be demolished to structure that is to remain)

WELLS/SEPTICS/CISTERNS

Most times, the Health Department requires the wells and septic systems on these properties to be properly abandoned. Unless you receive special permission from the Health Department **and** Land Bank, **all wells and septic systems will be abandoned. All cisterns will also be removed.**

21. Is there a **well** on the property? Yes No Unsure

- If more than one, how many? _____
- **If yes** – what is the approximate location? (ex: north side of the house)

22. Is there a **septic system** on the property? Yes No Unsure

- **If yes** – what is the approximate location? (ex: north side of the house)

23. Is there a **cistern** on the property? Yes No Unsure

- **If yes** – what is the approximate location? (ex: north side of the house)

24. Are you intending to **keep** the well or septic?

- No
- Yes – if yes, please submit written permission from your county's health department, which will be reviewed by the Land Bank.

A map is highly encouraged to be submitted with your application indicating the approximate location of your well, septic and cistern. Pictures are encouraged.

If you need assistance with acquiring this documentation, please contact Estee Miller at Maumee Valley Planning Organization at 419-784-3882. Please do not let this prevent you from submitting the rest of your intake form.

Fulton County Demolition Intake Form

Checklist of Additional Documentation Required:

- Access Agreement (enclosed) notarized and signed by ALL owners listed on the deed
 - Location Map – this can be a screenshot of google/apple maps – *if you are unable to do this, please still submit everything else you have.*
 - We encourage you to label/mark the following on the map, if possible:
 - Structures that are to be KEPT
 - Structures that are to be DEMOLISHED
 - The location of wells, septic, cisterns, etc.
 - Deed/Proof of ownership and/or proof of Owner's manager
 - Authorizing agent information - only needed if LLC/Business owned
 - Letters from Health Department, Lienholders, etc as noted throughout application – *this is not applicable to every property**
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Thank you for your interest in the Land Bank's demolition grant program! Intake forms, Access Agreements and other required documentation (listed above) will be accepted on a rolling basis. Please return this form and other documentation to the Land Bank's Grant Administrator, Maumee Valley Planning Organization:

Maumee Valley Planning Organization
ATTN: Land Bank
1300 E Second Street, Suite 200
Defiance, OH 43512

You may opt to email documentation to Estee Miller at plannerem@mvpo.org. **The notarized Access Agreement must be received via mail or in person.**

ACCESS AGREEMENT TO GRANT OF RIGHT OF ENTRY, CONSENT TO DEMOLITION, AND RELEASE FROM LIABILITY

This access agreement ("Agreement") is entered between the Fulton Land Reutilization Corporation (the "Land Bank" including their representatives and contractors and _____ ("Owner"). Owner hereby gives consent to the Land Bank to enter their property at _____, Parcel Number _____ for the purposes of conducting the demolition of the building that is the subject of the Ohio Department of Development's Building Demolition and Site Revitalization grant application for the Land Bank's project. Consent to enter the property is requested in order to conduct activities listed below.

Activities which may be conducted on the above property by the Land Bank, including their representatives and contractors, include, but are not limited to, the following: (1) Site visits, (2) Photographs or video documentation, (3) Asbestos inspection and abatement activities, (4) Demolition activities and (5) Final grading and reclamation of the site.

The Owner hereby releases and holds harmless the Land Bank, their representatives and contractors, from any and all injuries to person or property, liabilities, costs, expenses, damages, losses, judgments, orders, penalties or fines, arising in any way out of the Land Bank's, their representatives' and contractor's activities in connection with conducting the demolition activities on the property. This agreement will not go into effect until a Commitment and Voluntary Participation Agreement has been signed, which will be executed after grant funds have been awarded.

IN WITNESS WHEREOF, the undersigned has executed this Right of Entry, Consent, and Release from Liability on this ____ day of _____, 20__.

Owners Printed Name

Owners Signature

Date

Owners Printed Name

Owners Signature

Date

Owners Printed Name

Owners Signature

Date

STATE OF OHIO
COUNTY OF _____

On this ____ day of _____, 202__, before me, _____ personally appeared, proved on the basis of satisfactory evidence to be the person(s) whose name(s) (is/are) subscribed to this instrument, and acknowledged they executed the same.

Witness my hand and official seal

Notary Public