

Maumee Valley Region Demolition Intake Form

Williams, Henry, Fulton, Paulding, Putnam & Defiance Counties

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 plannereb@mvp.org or call Estee Blair 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:

Maumee Valley Region Demolition Intake Form

Williams, Henry, Fulton, Paulding, Putnam & Defiance Counties

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. Does the property to be demolished have a basement? Yes No

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

7. 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.

Maumee Valley Region Demolition Intake Form

Williams, Henry, Fulton, Paulding, Putnam & Defiance Counties

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

9. Are you able to contribute to the project **financially**? If so, how much: _____
Although financial contribution is not currently required, it may be a factor depending on grant funds awarded and number of properties signed up. You will be made aware of financial contribution required prior to demolition activities. You will never be sent a bill without being informed first.

10. 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.

11. 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.

Maumee Valley Region Demolition Intake Form

Williams, Henry, Fulton, Paulding, Putnam & Defiance Counties

12. 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:

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

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

14. 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**

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.)

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)

Maumee Valley Region Demolition Intake Form
Williams, Henry, Fulton, Paulding, Putnam & Defiance Counties

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 – do you intend to **keep** the well? Yes No
 - **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** – do you intend to **keep** the Septic? Yes No
 - **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)

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 Blair at Maumee Valley Planning Organization at 419-784-3882. Please do not let this prevent you from submitting the rest of your intake form.

Maumee Valley Region Demolition Intake Form

Williams, Henry, Fulton, Paulding, Putnam & Defiance Counties

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**
-

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 Blair at plannereb@mvpo.org. **The notarized Access Agreement must be received via mail or in person.**