



Department of Trade and Development  
805 Central Avenue, Suite 700  
Cincinnati, Ohio 45202  
(513)352-6146

## Application to Purchase Cincinnati Land Reutilization Program (CLRP) Property

The Cincinnati Land Reutilization Program (“CLRP”), under the management of the City of Cincinnati, Department of Trade and Development, provides opportunities for qualified individuals or entities to obtain title to or development rights in CLRP property. In order to be so qualified, individuals/entities must successfully complete and submit this application and comply with all requirements set forth herein. The purpose of the Cincinnati Land Reutilization Program (CLRP) is to return non-productive property back to productive use. The CLRP recognizes that the redevelopment opportunities and challenges in every neighborhood are unique and that the interpretation of “productive use” under the CLRP requires flexibility based upon this reality. Productive reuse includes, but is not limited to:

1. Homeownership
2. Multi-income housing development
3. Rental housing (single-family and multi-family)
4. Commercial / industrial development
5. Parks / recreation
6. Institutional / public use
7. Infrastructure, including green infrastructure
8. Community gardens, urban agriculture and green space, and
9. Side-lot / vacant lot purchase and maintenance

The return of non-productive CLRP parcels to productive use is facilitated through the sale of property to established developers, non-profit organizations, the City for its own development projects, and residents who wish to own a CLRP parcel to improve upon their productive property or to simply maintain the parcel in their neighborhood. The CLRP operates in cooperation with the Hamilton County Auditor Office pursuant to Chapter 5277 of the Ohio Revised Code.

### Application Process and Schedule

Applicants will be considered sequentially and will be evaluated based upon the information submitted. Applicants may submit applications either electronically (in PDF format) or by regular U.S. mail. A \$150 application fee payable to the “City of Cincinnati” must be included with the application. Because the application fee covers some of the administrative costs associated with processing applications, the fee will not be returned if the application is not accepted.

Complete applications will contain the \$150 application fee and all exhibits and attachments. Incomplete applications may not be considered. Priority is given to projects that are intended to revitalize neighborhoods, increase affordable housing opportunities, and stimulate economic development within the City of Cincinnati.

Completed applications, including required exhibits and attachments, should be returned to:

Edward Cunningham  
Division Manager, Property Maintenance Inspections  
City of Cincinnati, Department of Trade and Development  
805 Central Avenue, Suite 700  
Cincinnati OH 45202  
[Edward.cunningham@cincinnati-oh.gov](mailto:Edward.cunningham@cincinnati-oh.gov)

An inventory of CLRP properties is available upon request. Application forms are available on the City website: <http://www.cincinnati-oh.gov/cityofcincinnati/government/>

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**PART A – APPLICANT INFORMATION**

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1. Applicant Name: \_\_\_\_\_

Applicant is (Check all that apply):

Non-profit Organization  
 Individual

For-Profit Organization  
 Other (specify) \_\_\_\_\_

2. Applicant Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

3. If the named applicant is an individual, please identify any entity within which the applicant is a principal or a majority shareholder. If the applicant is an entity, please include any individual that is principal or majority shareholder of the entity or can otherwise serve as a point of contact for the city. \_\_\_\_\_  
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**APPLICANT ELIGIBILITY**

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In order to purchase property or take control of property for purposes of development or rehabilitation, an applicant must be a Qualified End User/Purchaser. In order to be deemed a Qualified End User/Purchaser, the applicant must satisfy each of the following applicable requirements.

1. Has the applicant demonstrated past and current property ownership responsibility by complying with each of the following:
- a. The applicant is current on income and property taxes.
  - b. The applicant was not the owner of real property on which any foreclosure filing has been commenced within the last five years.
  - c. The applicant does not own any real property that is currently in violation of state and/or local codes or that has been cited for code violations in the last 6 months. If violations may be attributed solely to a prior owner, explain separately and provide documentation.
  - d. The applicant has not been the subject of criminal/civil prosecution for property maintenance code infractions within the last five years.
  - e. The applicant does not own real property that has triggered the provisions of the City of Cincinnati's Chronic Nuisance Ordinance. If such status may be attributed solely to a prior owner, explain separately and provide documentation.

YES: Proceed to Item 2.

NO: Provide explanation and documentation of any of the above conditions which have not been met. Include circumstances surrounding violations and status of compliance.

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2. Please list the parcel numbers and addresses of all property in the City of Cincinnati that the applicant currently owns or has owned in the last five years. \_\_\_\_\_

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

3. If the applicant is a corporate entity, is it properly registered with the Secretary of State with a designated agent for service of process within the City of Cincinnati?

YES: Attach appropriate documentation/designation.       NO: STOP – not eligible.       Not Applicable

4. If the applicant is not a resident of the City of Cincinnati, has it designated an agent for service of process within the City of Cincinnati?

YES: Attach appropriate documentation/designation.       NO: STOP – not eligible.       Not Applicable

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## PART B – PROPERTY INFORMATION

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This Application is for Redevelopment/Rehabilitation of:

Single Parcel                       Multiple Parcels

Address(es): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Name(s) if applicable (including aliases or historic names): \_\_\_\_\_

1. Size of property(s) in acres: \_\_\_\_\_

2. Sq. ft. of building(s) (if applicable): \_\_\_\_\_

3. Parcel number(s): \_\_\_\_\_

4. Current land use and/or zoning classification: \_\_\_\_\_

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## PART C – PROJECT DESCRIPTION

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Which of the following categories of “Productive Reuse” applies to this project? Please check all that apply:

- |   |  |
|---|--|
| Homeownership                                   | Multi-income housing development                     |
| Rental housing (single-family and multi-family) | Commercial / industrial development                  |
| Parks / recreation                              | Institutional / public use                           |
| Infrastructure, including green infrastructure  | Community gardens, urban agriculture and green space |
| Side-lot / vacant lot purchase and maintenance  | Other _____  |

Overall Development/Rehabilitation Plan. Include business/project name; type of improvements to be made or structures to be built; project timeline; any planned business activities; any parking or signage to be included; etc. Additional documents should be attached as necessary.

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Before an application will be considered for review, all applicants must provide documentation for each of the following:

1. Has the applicant identified financial ability to purchase the property at fair market value?

YES: Attach appropriate documentation (e.g. bank statement).  NO: STOP – not eligible

2. Has the applicant identified financial ability to implement the development or rehabilitation plan?

YES: Attach appropriate documentation (e.g. bank statement, loan pre-approval, equity line of credit, funding commitment, or other proof of financing).

NO: STOP – not eligible  N/A: This application is for a side-lot/ vacant lot, or community garden/green space.

3. If development or rehab will not occur immediately, does the applicant have a funded maintenance plan?

YES: Attach appropriate documentation (e.g. bank statement, loan pre-approval, equity line of credit, funding commitment, or other proof of financing and/or an explanation of how applicant intends to maintain property).

NO: STOP – not eligible  N/A: This application is for a side-lot/ vacant lot, or community garden/green space.

4. Has the applicant solicited community opinions on the project and does the applicant have the community's support? If yes, please explain below and attach any related documentation.

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5. How will the property's end use have a positive impact on the surrounding neighborhood?

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**PART D – TERMS OF APPLICATION**

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*Please read and sign the following terms of the application:*

1. The City reserves an absolute right to accept or reject any and all proposals.
2. If this application is approved, applicant commits to purchase the property from the City at fair market value. This requirement protects the City from acquiring CLRP property on an applicant's behalf without a firm commitment from the applicant to move forward with the purchase.
3. The City must sell CLRP property at fair market/appraised value. In addition to paying appraised value for a CLRP property, purchaser may also be required to pay administrative costs, cost of title transfer and deed recording, and any other costs associated with the property that have been incurred by the City. The \$150 application fee will be applied to these costs.
4. Property is conveyed "as is."
5. The City relies on the title search conducted by Hamilton County as part of the County's tax foreclosure when acquiring property for the CLRP. The City makes no guarantees that this is an accurate or up to date title search. The applicant assumes all risks and responsibilities associated with any outstanding claims and/or assessments not discovered in the title review. The applicant should exercise due diligence to determine if the property has any outstanding claims and/or assessments.
6. All improvements made to CLRP property may be subject to City approval.
7. The CLRP Purchaser is responsible for any special assessments that have been placed on the parcel and apportioned over a five-year period. A removal of City assessments may be requested.
8. If you have selected a property that you intend to purchase for redevelopment you will be expected to complete the project within the following timeframes:
  - New construction – 6 months to start, 2 years total to complete
  - Rehabilitation – 60 days to correct all exterior code violations, 2 years total to complete
  - Redevelopment – 60 days to correct all code violations, 2 years total to complete
9. The City reserves the right to include a right of reverter provision in any deed to provide the City the option to take back CLRP property if either of the following events occur:
  - a. If the applicant/buyer does not abide by the proposal to maintain or redevelop that is outlined in his application, or that fails the City's inspection.
  - b. If property or code violations are issued against the property and not promptly resolved.

If your application is accepted and you move forward with purchasing a CLRP property, a reverter clause will be included in your sale contract. The reverter clause will read:

*The deed shall be made on the expressed condition subsequent that shall be binding upon the grantee, his successors and assigns that if a proposed development plan is not executed within an agreed upon time, then upon 30 days written notice to the Grantee the City shall have right to re-enter and take possession of the property. Further, if the City exercises its right to re-enter, the Grantee, his successors and assigns, shall execute a quitclaim deed re-conveying the property to the City. The Grantee, his successors and assigns, may petition the City for additional time to execute the proposed development plan.*

***The undersigned agrees to the required terms of this application and attests that this application is submitted with proper authority and the information contained herein is true, accurate and complete. The City of Cincinnati hereby reserves the absolute right to accept or reject any and all land use/development proposals and offers for purchase, and reserves the right to condition the sale on the buyer's acceptance of deed restrictions.***

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**Print or Type Applicant Name**

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**Applicant Signature**

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**Date**