

## **2025 Dauphin County Land Bank Application Guidelines**

Thank you for your interest in applying to the Dauphin County Land Bank Authority (DCLBA) Demolition Fund Program. As one of the first land banks created in the Commonwealth of Pennsylvania, the DCLBA has helped turn blighted properties into new, tax generating uses by partnering with entities prepared to execute. The general guidelines below are crucial to a strong application. Please reach out to Deb Laudenslager at 717-780-6256 or [dlaudenslager@dauphincounty.gov](mailto:dlaudenslager@dauphincounty.gov) with any questions.

### **Ownership and Control of Property is Required Before Applying**

Before applying to the DCLBA Demolition Fund Program, you must either be the legal owner of the property you wish to demolish or have documented partnership with the current owner that establishes site control. Shovel-readiness is important to the DCLBA in order to maximize impact of funds. Lack of ownership or control of a parcel leads to indefinite delays and sitting on funds that could go to shovel ready projects.

### **There is a Twelve-Month Deadline to Demolish and Eighteen-Month Deadline to Finish Redevelopment**

Before accepting DCLBA Demolition Funds, you will be required to enter into an agreement holding your entity to a twelve (12) month deadline to complete demolition and eighteen (18) month deadline to complete post-demolition development. Failure to meet this deadline will result in repayment of awarded funds. Make sure you are prepared to promptly kickoff your project should you receive an award.

### **An End Use for Applicant Properties Must be Identified to be Considered**

DCLBA will not award Demolition Funds dollars to projects that do not have an end use and post-demolition project identified. While applicants are not required to have a post-demolition project lined up, at minimum they should know what they will do with the property and how long it will take. Preference will be given to applications that provide a clear, deliverable plan for turning a post-demolition property into a new use.

### **Local Match and Financial Ability to Fund Project is a Must**

With a twelve (12) month project deadline, it is critical for applicants to have a local match and identified sources of gap financing in place. Preference is given to applications that can demonstrate a substantial local match (25-50 percent.) and applicants should be prepared to cover remaining projects costs in event of a partial award.

### **In Most Cases, Awards WILL NOT Exceed \$50,000**

Applicants are encouraged to apply for no more than \$50,000 to allow the Demolition Fund to support other projects in the county. While the Dauphin County Land Bank

Authority Board reserves the right to approve award amounts at their discretion, most project awards will not exceed \$50,000

### **Applications Considered on a Rolling Basis**

Applications may be submitted to [dlaudenslager@dauphincounty.gov](mailto:dlaudenslager@dauphincounty.gov) at any time during the year. The DCLBA reserves the right to request applicant presentations at a regularly scheduled board meeting to obtain more information about an application. In these instances, a staff member from the Dauphin County Land Bank Authority will contact you.



**DAUPHIN COUNTY LAND BANK  
AUTHORITY  
DEMOLITION FUND APPLICATION**

**APPLICANT INFORMATION**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_

Demolition Site Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parcel #: \_\_\_\_\_

**AMOUNT REQUESTED: \$** \_\_\_\_\_

**SITE INFORMATION**

**Applicant must be legal owner of property or demonstrate partnership with legal owner of property before applying to DCLBA for demolition funds! The DCLBA will not consider applications that cannot demonstrate site ownership/control. Applicant must further demonstrate that no obstacles to redeveloping property remain including unresolved liens and backed taxes.**

1. Is applicant legal owner of site address? YES \_\_\_\_\_ NO \_\_\_\_\_

2. If NO, list current legal owner of site address (MOU, agreement, or other verification of partnership with current owner is required):

Current Owner: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**OFFICE ONLY:** Verified legal owner of site address according to county records:  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Does applicant intend to deed property to DCLBA to manage project (and trigger tax share) or does applicant intend to retain ownership and manage project?

\_\_\_\_\_ Deed property to DCLBA and manage project.  
 \_\_\_\_\_ Retain ownership and manage project.

4. Are there any liens on the property?

YES: \_\_\_\_\_ NO: \_\_\_\_\_

<u>Lien Type</u>	<u>Lien Amount</u>	<u>Date of Lien</u>	

If YES, will liens be removed? YES \_\_\_\_\_ NO \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are there any backed taxes owed on the property?

<u>Delinquent Tax Year</u>	<u>Delinquent Tax Amount</u>

If YES, will back taxes be removed? Y \_\_\_\_\_ N \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ASBESTOS

6. Does property type require asbestos abatement?

Y \_\_\_\_\_ N \_\_\_\_\_

If NO explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Does property have documented asbestos survey? If available, provide copy of asbestos survey for property.

Y \_\_\_\_\_ N \_\_\_\_\_

Asbestos surveys should be performed prior to RFP and incorporated into original bid specs to avoid blind bidding and delays.

Dauphin County DCED has received a copy of asbestos report: \_\_\_\_\_

If NO, will applicant conduct asbestos survey prior to demolition RFP?

Y \_\_\_\_\_ N \_\_\_\_\_

8. Is property condemned? \_\_\_\_\_

If condemned and demoed without asbestos survey, ALL disposal materials must be handled as ACMs and asbestos certified inspector must be on site at all times leading to inflated bid prices.

UTILITIES

1. Have utilities been terminated and capped? Enter "Y" or "N" for each utility.

Water \_\_\_\_\_ Electric \_\_\_\_\_ Other \_\_\_\_\_  
Sewer \_\_\_\_\_ Gas \_\_\_\_\_

Property owner should confirm utility disconnection or call in utility disconnection work order immediately to avoid delay – 6-8 week lead time.

Utilities should be terminated or in process of termination before RFP is issued.

OTHER SPECIAL REGULATIONS

1. Do any of the following special regulations apply to subject property?

- ✓ Historical?
- ✓ Lead Abatement?
- ✓ HOP Requirement?

COMMENT ON SPECIAL REGS:

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

BACKFILL

1. Will applicant allow crushed on-site materials to be used as fill?

Y \_\_\_\_\_ N \_\_\_\_\_

SHORING OF PROPERTY

1. Is the subject property currently boarded and secured?

Y \_\_\_\_\_ N \_\_\_\_\_

2. If no, will applicant at its own cost board and secure subject property?

Y \_\_\_\_\_ N \_\_\_\_\_

**DEMOLITION BUDGET FOR PROPERTY**

**Applicants must demonstrate financial commitment in the form of matching funds to cover any funding gap not covered by DCLBA funds. Preference will be given to projects that can demonstrate already committed local funding to complete project in even of partial award.**

**TOTAL DEMOLITION EXPENSE: \$ \_\_\_\_\_**

*\*If available, provide source documentation verifying total estimated expense.*

**LIST SOURCES OF LOCAL FUNDS ALREADY SECURED FOR PROJECT**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**LIST PENDING SOURCES OF LOCAL FUNDS FOR PROJECT**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL LOCAL MATCH**

\$ \_\_\_\_\_

**FUNDING GAP WITHOUT DCLBA FUNDS**

\$ \_\_\_\_\_



**DEMOLITION TIMELINE**

**Applicants must demonstrate ability to complete project within 12 months.**  
**Successful applicants will be required to sign an agreement including this 12**  
**month deadline.**

1. Does applicant demonstrate the ability to finance and complete demolition within 12 months of award date?

Y \_\_\_\_\_ N \_\_\_\_\_

2. Is local match currently available and ready to use upon award of DCLBA funds?

Y \_\_\_\_\_ N \_\_\_\_\_

If not, please provide timeline for securing local funds:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are there any easements and or right-of-ways that need secured prior to commencing demolition project?

Y \_\_\_\_\_ N \_\_\_\_\_

4. Is there any community opposition to demolishing subject property?

Y \_\_\_\_\_ N \_\_\_\_\_

5. Is an engineer identified to draft bid specs and RFP for applicant?

Y \_\_\_\_\_ N \_\_\_\_\_

Provide an estimated project schedule on the following page. If available, attach formal estimate of project schedule from certified engineer.

**DEMOLITION PROJECT SCHEDULE**

**Date**

**Milestone**

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**ESTIMATED DATE OF COMPLETION:**

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**END USE**

**Applicant must have end use identified before applying to DCLBA for demolition funds. Shovel-readiness of post-demolition project (financing and schedule) will be considered when reviewing your application.**

1. Is applicant retaining property after demolition? \_\_\_\_\_  
Y \_\_\_\_\_ N \_\_\_\_\_ Transfer to DCLBA pre-demolition \_\_\_\_\_
  
2. Is applicant redeveloping property or selling to developer? \_\_\_\_\_  
Y \_\_\_\_\_ N \_\_\_\_\_ Transfer to DCLBA pre-demolition \_\_\_\_\_
  
3. If selling, is developer secured? \_\_\_\_\_  
Y \_\_\_\_\_ N \_\_\_\_\_ Transfer to DCLBA pre-demolition \_\_\_\_\_

If YES, name of developer: \_\_\_\_\_  
\_\_\_\_\_

4. Please detail proposed end use of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Post-Demolition Project Schedule:**

1. How long is the post demolition project expected to take? \_\_\_\_\_
  
2. Note steps to be taken before post-demolition project is shovel-ready including estimated timeline of deliverables to make project shovel-ready: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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3. Once demolition is complete, what is the general timeline for post-demolition project?

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**Post- Demolition Project Budget (If Available, Otherwise Answer N/A):**

**TOTAL PROJECT BUDGET: \$** \_\_\_\_\_

**LIST SOURCES OF FUNDS ALREADY SECURED FOR PROJECT**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL SECURED SOURCES: \$** \_\_\_\_\_

**LIST PENDING SOURCES OF FUNDS FOR PROJECT**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL SOURCES: \$** \_\_\_\_\_

**LIST EXPENSES FOR PROJECT**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL EXPENSES: \$** \_\_\_\_\_

**LIST FUNDING GAP: \$**

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**OTHER MINIMUM ELIGIBILITY CRITERIA**

**Please check eligibility criteria below that apply to your property. Applicants must meet at least three (3) of the nine (9) requirements listed below.**

- Building or physical structure is a public nuisance.
- Building in need of substantial rehabilitation and no rehabilitation has taken place during the previous 12 months.
- Building is unfit for human inhabitation, occupancy or use.
- Condition & vacancy of the building materially increases the risk of fire to the building or adjacent properties.
- Building is subject to unauthorized entry leading to potential health/safety hazards & either the owner has failed to take reasonable & necessary measures to secure the building or the municipality has secured the building in order to prevent such hazards after the owner has failed to do so.
- The property is an attractive nuisance to children.
- The presence of vermin or the accumulation of debris, uncut vegetation and/or physical deterioration of the structure or grounds has created potential health/safety hazards & the owner has failed to take reasonable & necessary measures to remove the hazards.
- Dilapidated appearance or other condition of the building negatively effects the economic well-being of residents & businesses in close proximity.
- The property is an attractive nuisance used for illicit purposes.

**PROJECT IMPACT**

Due to the limited amount of Demolition Funds it is critical for the DCLBA to consider the overall economic and community impact of the project to assist in prioritizing projects.

How many temporary construction jobs will your project create? \_\_\_\_\_

**IF RESIDENTIAL PROJECT**

Type of housing that will be built (For sale or for rent) \_\_\_\_\_

Type of units to be built (single-family homes, multifamily, etc.) \_\_\_\_\_

Total Number of units \_\_\_\_\_

Affordable units \_\_\_\_\_

Market-rate units \_\_\_\_\_

Section 8/Housing Choice Voucher Units \_\_\_\_\_

Projected date of occupancy \_\_\_\_\_

**IF COMMERCIAL/NON-RESIDENTIAL PROJECT**

Type of End User(s) \_\_\_\_\_

Estimated property value of redeveloped property \_\_\_\_\_

Number of Buildings \_\_\_\_\_

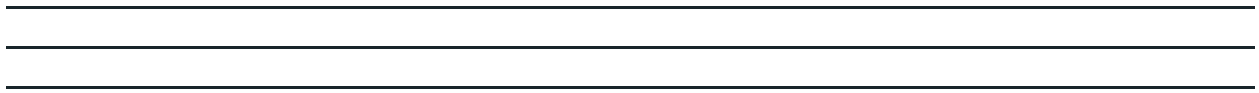
Square footage of space by building and type of use \_\_\_\_\_

Estimated tax revenue generated by new development/redevelopment \$ \_\_\_\_\_

Permanent Jobs Employed by End Uses \_\_\_\_\_

**COMMUNITY BENEFIT** Please identify community benefits derived from your project including any new or improved services provided, type of benefit, and estimated number of people served. Attach extra pages if necessary. \_\_\_\_\_

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





**Dauphin County Land Bank Authority Decision Form:**

**Applicant:** \_\_\_\_\_

**Project:** \_\_\_\_\_

Date of Application: \_\_\_\_\_

Date of Vote: \_\_\_\_\_

Requested Amount: \$ \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Approved amount: \$ \_\_\_\_\_

Contingencies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**DCLBA Executive Director**

\_\_\_\_\_  
**Date**