

2022 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 Doug Brown, Deputy Director, at 717-780-6253 or dbrown@dauphinc.org 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

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. 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.

Applications Considered on a Rolling Basis

Applications may be submitted to dbrown@dauphinc.org 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: _____

Lien Type	Lien Amount	Date of Lien	

If YES, will liens be removed? YES _____ NO _____

Explain: _____

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

Delinquent Tax Year	Delinquent Tax Amount

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 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.

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: _____

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: \$ _____

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.

Dauphin County Land Bank Authority Decision Form:

Applicant: _____

Project: _____

Date of Application: _____

Date of Vote: _____

Requested Amount: \$ _____

Approved: _____

Denied: _____

Approved amount: \$ _____

Contingencies: _____

DCLBA Chairman

DCLBA Executive Director