

# Kalamazoo County Land Bank (KCLB) Residential Side Lot Transfer Application



These requirements must be met to purchase a side lot through the  
Kalamazoo County Land Bank Side Lot Program

Check All That Apply

- The property requested is vacant real property with no structure on the site.
- The applicant owns and resides on the property next to the requested property.
- The applicant has never received a lot through the Side Lot Program.
- The applicant does not own any property that is tax delinquent.
- The applicant does not own any property that is subject to any un-remediated citation of violation of state and local ordinance.
- The applicant has not been the prior owner of any real property in Kalamazoo County that was tax foreclosed during ownership.

**Side Lot Fee** *\*Do not send check until application is approved.*

- City of Kalamazoo Owner Occupied: \$50 (plus \$200 administration fee)
- City of Kalamazoo Owner Occupied (NSP Property): \$20 (plus \$100 administration fee)
- Non-City of Kalamazoo Property: 50% of Land Value (according to most recent assessment)
- A parcel combination fee will be based on land value \$\_\_\_\_\_

## Property and Contact Information

Property Address and/or Parcel ID #:

Name of Applicant:

Mailing Address:

City, State, Zip:

Daytime Phone #:

Email:

Alternate Phone #:

Fax (optional):

## Planned Usage Information

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**Please list the improvements you plan to make to the requested side lot. (Check all that apply)**

- |  |   |
|--|---|
| <input type="checkbox"/> Flower Garden             | <input type="checkbox"/> Vegetable Garden |
| <input type="checkbox"/> Other Garden Improvements | <input type="checkbox"/> Driveway         |
| <input type="checkbox"/> Other                     |   |

**Please describe your plans for the this lot once you acquire it. (attach additional sheet(s) or sketches if necessary)**

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**Please list resources that would be helpful to you once you acquire the lot? (Check all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> Landscape Advice | <input type="checkbox"/> Loaned Tools/Supplies  |
| <input type="checkbox"/> Soil/Mulch       | <input type="checkbox"/> Volunteer Assistance   |
| <input type="checkbox"/> Garden Education | <input type="checkbox"/> Other (please explain) |

At time of purchase, you will be given a quit claim deed. All property is sold As Is. The lot is not subject to subdivision or partition within a five year period following the date of the purchase. After the five year period, it is the responsibility of the purchaser to request a combination of the lot with their existing parcel. A request form is available at the City of Kalamazoo Assessor's office. If desired, title insurance is the responsibility of the purchaser. Income eligibility requirements apply

The information provided in this application is true to the best of my knowledge. I understand that the Land Bank staff will review this request and determine if it is in compliance with Land Bank policies and procedures and existing Land Bank and neighborhood plans. If this application is approved, I will care for and maintain the property requested.

**Signature:**

**Date:**

Please allow at least 30 days for your application to be processed, however, incomplete forms will not be processed. This form is a statement of interest only. By receiving it, the Kalamazoo County Land Bank does not commit to transfer property.

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**Return Form to:** Kalamazoo County Land Bank, 1523 Riverview Drive, Suite A, Kalamazoo, MI 49004

**Email:** [landbank@kalamazoolandbank.org](mailto:landbank@kalamazoolandbank.org) **Phone:** 269-762-6191 **Fax:** 269-216-6345

[www.KalamazooLandBank.org](http://www.KalamazooLandBank.org)

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