



APP NO: 2021-PE-_____
SCAN: _____ ZONE: _____



Anthony Copeland
Mayor

Planning & Economic Business Development

City of East Chicago, City Hall
4525 Indianapolis Boulevard, Lower Level, East Chicago, Indiana 46312
Telephone: (219) 391-8205; Fax: (219) 391-8522; Website: www.eastchicago.com

2021 PROPERTY INQUIRY

Date of Application: _____

PROPERTY ADDRESS OF INTEREST: _____

REASON FOR PURCHASE: _____

Property Owner Information:	
Applicant Name: _____	City, State, Zip code: _____
Address (NO P.O. Box): _____	Phone (Home/Office/Cell): () _____ Email Address: _____
Does applicant own & live at the abutting property? Yes _____ / No _____ If not, why not? _____	Applicant Taxes Paid & Up-to-Date? Yes _____ / No _____ Applicant name on Taxes? Yes _____ / No _____
Can the applicant provide documents showing proof of ownership & living at the abutting property? (Ex: Mortgage Note Loan, Quit Claim Deed, etc.) Yes _____ / No _____	Can applicant provide a drivers' license or state ID which shows current address? Yes _____ / No _____

Please note that all personal information submitted to the City of East Chicago is confidential, to the extent permitted by law. The following documents will be needed when submitting this application.

- Driver's License or State ID with current address
- Recent Taxes for the year
- If property was recently purchased where you live at now, you will need to provide mortgage loan, quit claim, etc.

By signing below, the applicant hereby certifies that the information provided herein is correct and true to the best of their knowledge and that the applicant agrees to maintain the side/lot property requested in accordance with all local ordinances and relevant laws. Falsifying or deliberately omitting any information regarding this application may result in immediate termination from the program and/or the City of East Chicago seeking remedies available under law.

(Signature Required) X _____ **Date:** _____

Print Name: _____

NOTE: (IF THE APPLICATION IS FOR A SIDE LOT PROPERTY INQUIRY THE FOLLOWING POLICY APPLIES. PLEASE READ AND SIGN THE FOLLOWING THAT YOU AGREE AND UNDERSTAND THE TERMS BELOW.)

The **Side Lot Initiative Program (S.L.I.P.)** allows Applicants (Residents) to acquire vacant single lots owned by the City of East Chicago, Redevelopment Department. Applicants must meet the eligibility requirements listed below to be considered. Please note that certain restrictions may apply.

Basic Eligibility Requirements

- * The Applicant must live in and own a property adjacent to the City owned lot.
- * The Applicant must be current on all property taxes and have no current housing or zoning code violations as listed under code IC 36-1-11-16 Sec. 16.(a).
- * The lot must be vacant and unimproved real property with no structures.
- * The Applicant must be able to maintain the lot in accordance with all local building, housing and zoning codes

Policies and Procedures

1. **There is a \$250.00 administrative fee for all Side Lots, payable to the City of East Chicago.**
2. Applications where a side lot/property has an existing structure, but is scheduled for demolition will not be processed until the structure is demolished.
3. Incomplete applications will not be processed.
4. Any application that sits on a superfund site (West Calumet) will not be processed until EPA remediation has occurred or until further notice.
5. Once the application has been approved, the Department of Planning and Economic Development and the applicant will work together to close the transaction.
6. Please note that the property will be transferred 'AS IS' via a Quit Claim Deed.
7. If the side lot/property is to be used to park vehicles, it is mandatory that a driveway must be constructed within 120 days of the acquisition. The Blacktop or Concrete driveway will need to meet code compliance and accessed from the rear or alley way (whenever possible).
8. If the side lot/property will not be used to park vehicles, it is mandatory to construct a code compliance fence across the rear or alley way within 120 days of the acquisition.
9. By signing this form it will serve as permission for the City of East Chicago to access personal information and evidence of compliance to verify eligibility that the (S.L.I.P.) policies and procedures are being met..
10. The Department of Planning and Economic Development maintains the right to condition the transfer of title on the buyer's acceptance of certain deed restrictions. Restrictions may be included in the deed to ensure properties are maintained in an agreed upon way. If the buyer fails to maintain the property in an agreed upon way, the Department of Planning and Economic Development may exercise its discretion and take the title to the property back from the buyer.
11. The applicant must agree to pay any fees to transfer ownership of side lot/property and will sign a property agreement from the Department of Planning and Economic Development.

(Signature Required) X _____ **Date:** _____

Print Name: _____

DEPARTMENTAL USE ONLY

*** PROPERTY INTEREST**

*** SIDE LOT**

Date Received: ____ / ____ / 2020

Initials of Receiver: _____

- Existing Zoning: R1 C1 Neighborhood Retail
 R1a C2 Gen Comm
 R2 C3 N Harbor Bus Dist
 R3 M1 Light Industry
 R4 M2 Heavy Industry

Property PIN ID: _____

Local PIN ID: _____

Lot Measurement: _____

- Property Owner: Dept of Redevelopment:
 City of East Chicago
 Dept of Public Works

ATTACHMENTS NEEDED:

Driver's License or State ID? Yes ____ / No ____

Documents showing proof of ownership of residency at property & living at the abutting property?

Applicant Taxes Paid & Up-to-Date? Yes ____ / No ____
 (Up-to-date with Taxes)

(Mortgage Note Loan, Quit Claim Deed, etc.)
 Yes ____ / No ____

Abutting Owner Information:	
Abutting Owner Name:	Phone (Home):
Address (NO P.O. Box):	Phone (Other):
City, State, Zip Code:	Certified Letter Sent : _____ Returned Certified Postcard Rcvd : YES Date: _____
Abutting Owner: Not interested: _____ Disqualified? _____	

Denied Signature: _____

Date Denied: ____ / ____ / 2021

STAFF COMMENTS: _____

Approved Signature: _____

Date Approved: ____ / ____ / 2021