



City of Gary Redevelopment Commission

Side-lot Application Packet

Per Indiana Code Section 36-7-14-22.6, the City of Gary's Side-lot Program is designed to donate city-owned vacant lots assessed at a value under \$6,000 to property owners whose primary residence is directly abutting the parcel. The program is administered through the City of Gary Redevelopment Commission. The goal of the program is to reduce blighted conditions within neighborhoods, reduce density, and return these properties to the tax rolls.

What kind of vacant lots are sold through this program?

The lots that are available under the program are:

- Assessed at \$6,000 or less;
- Not needed by the City for open space or any other public use; and
- Not part of a larger vacant parcel which can be developed.

It is important to remember that not all city-owned vacant lots will qualify for the side-lot program. All lots must first be approved by the appropriate city entity.

What can an adjacent lot be used for?

Side-lots acquired through this program may be used for any of the following:

- Side-yard
- Paved, off-street parking
- A garage
- Septic improvements
- Addition to an existing structure
- Other uses/structures as allowed within the underlying zoning district

The City makes no representations or warranties with respect to the condition or suitability of any lot for any particular purpose or as to the applicability or effect of any local, state, or Federal law. Lots are transferred as-is without any testing or assessments completed. Selection of a proposal and sale of a lot by the City pursuant to the terms of this program do not ensure that zoning, permitting, or other approval for future use will be granted.

Who can apply to buy a side lot?

A property owner whose primary residence is located immediately adjacent to City identified Side-lot is eligible to apply. The figure on the next page illustrates who can and cannot apply.



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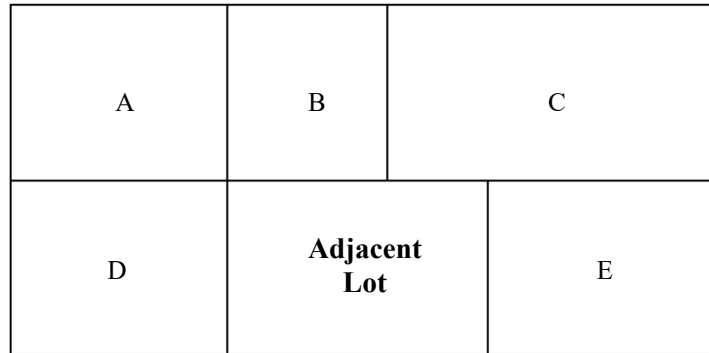


Figure 1: Definition of adjacent lot

In this example, property owners B, C, D and E would be able to apply to acquire the Side-lot. The owner of Parcel A cannot apply because their property does not share a lot line with the Side-lot. Additionally, property located across the street or alley from the primary residence is not eligible to become a “Side-lot”.

What costs are associated with the ‘purchase’ of a Side-Lot?

If it is decided by the Redevelopment Commission that the highest and best use of the requested lot is indeed a Side-lot transfer, the lot will need to be transferred via a deed to the applicant/awardee. Furthermore, the successful applicant/ awardee will be–required to cover minimal transaction costs associated with this property transfer (e.g. publication costs related to the advertisement of the side lot, recording costs, title search, etc.). **Applications must be filled out completely; partial applications will not be evaluated.**

Applicant eligibility, as follows:

- Applicants name must be on the primary residence (title, deed, mortgage, etc.) with proof that the residence is the occupied by the Applicant.
- Applicants must be current on their taxes (past two years) and in compliance with city and state municipal codes (Applicants with existing violations of **any** city codes on **any** parcel/ property they own will not be eligible until such manners are property addressed).

What happens when more than one adjacent lot owner applies for the same side-lot?

If more than one adjacent lot owner applies for the purchase of the lot and they both submit applications that meet the minimum requirements, two options are available:

1. The City of Gary Redevelopment Commission can recommend that the parcel be divided and each adjacent lot owner will receive an equal portion of the property;
2. Or, the Commission may decide that the property should be sold to one adjacent lot owner at the Commission’s discretion.

In some cases, the Commission or staff may request to meet with both applicants in order to



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generate a mutually agreeable solution for both parties. The Commission reserves the right to not award (donate, sell, etc.) the lot.

What are the terms and conditions of the sale?

- The buyer is responsible for all legal, recording, publishing or other applicable costs that are incurred as part of the donation.
- Included in the sale terms and conditions is an agreement that includes the following items:
 - The Applicant commits to completion and ongoing maintenance of the intended use project as proposed in the application.
 - The transferee owner complies with all City of Gary Ordinances and all Property Ordinances.
 - If the lot is used for off-street parking, a legal curb-cut must be constructed for access in compliance with all applicable City of Gary ordinances
 - The buyer must begin maintenance of the lot immediately upon purchase and complete all proposed improvements within one year of purchase
 - Any improvements to the lot must be completed in accordance with the City of Gary's zoning ordinances.
 - Restrictions will be placed in the deed at closing to secure these terms. A signed reversion deed to be invoked if property is not maintained or taxes are not current. The Applicant/Owner will be responsible for all fees associated with property revocations.

What are the procedures to *purchase* a vacant lot through the Side-lot Program?

Please check the GIS portal (<https://portico.mygisonline.com/portals/lakein/>) if you think that you qualify as an adjacent lot owner or to determine whether the property is privately owned or owned by the City. Once it has been determined that the parcel is indeed owned by the City of Gary, you can begin the application process.

If a property of interest is privately owned, that is a private transaction. Some property may be in foreclosure status for non-payment of property taxes or the mortgage. This information can be looked up online at the Lake County IN Assessor - <https://portico.mygisonline.com/portals/lakein/>

If the property is City-owned, the Gary Redevelopment Commission will investigate whether the vacant lot is eligible for the program. *Not all City-owned vacant lots are eligible for the Side-lot Program.*

Once a property is deemed eligible for the program, email all required documents to the Redevelopment Department or drop it off at the Gary Redevelopment Commission Office, 504 Broadway – Suite 200 in downtown Gary.



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The Side-lot Program allows applicants to acquire City-owned land adjacent to their homes. In order to be eligible for the program, homeowners must meet the following criteria:

Basic Eligibility Requirements:

- **The applicant must live in and own a property adjacent to the subject lot and they must provide proof that this is their primary residence**, there are several means of demonstrating primary occupancy including a signed affidavit, NIPSCO bill, etc.
- **The applicant must register both lots with the Lake County Assessor’s Office as a single consolidated parcel within thirty (30) days of acquisition. By consolidating parcels with the Treasurer’s office, applicant assumes responsibility for any potential increase or adjustment to assessed valuation and associated taxes.**
- The applicant must be current on their taxes for a period of two (2) years prior to the date of acquisition. Each applicant must attach a current Treasurer’s maintenance report showing proof that all taxes have been paid.
- The lot must be vacant and unimproved real property with no structures.

Key Considerations:

- Incomplete applications will not be processed (**all applications must include a current Treasurer’s report**).
- Applications are subject to final approval by the Redevelopment Commission.
- **Property is transferred “as-is” via a Quit Claim Deed.**
- In the event that multiple adjacent property owners apply to acquire the same lot, the lot can be split, consolidated, and transferred to the respective property owners.
- **By consolidating parcels with the Assessor’s office, applicant assumes responsibility for any potential increase or adjustment to assessed property valuation and associated taxes.**

Signature (Required)

I have read and understand the information provided on this application packet.

Applicant Signature

Printed Name

Date



City of Gary Redevelopment Commission

Side-lot Application

Please fill out all sections completely and return to:

City of Gary Redevelopment Commission
Attention: Side-lot Application
504 Broadway, Suite 200
Gary, IN 46402

Side-lot Information:

Requested Side-Lot Address and/or Parcel# _____

City, State, Zip: _____

Property Owner Name _____

Parcel ID Number: _____

Legal Description _____

Intended Use _____

(Note: Please provide additional page(s) to provide details of the proposed intended use project that you will commit to if your application is successful.)

Applicant Information:

Name: _____

Address (cannot be a PO Box): _____

City, State, Zip: _____

Phone (home): _____

Phone (other): _____

Email: _____

All personal information submitted to the Redevelopment Commission is confidential, to the extent permitted by law.



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Please list any additional addresses owned by the applicant or currently leased by applicant (include additional sheets, if necessary):

Address: _____

City, State, Zip: _____

Address: _____

Signature (Required)

By signing below, the applicant hereby certifies that the information provided herein is correct and true to the best of his or her knowledge and that applicant agrees to maintain the lot requested in accordance with all local ordinances and relevant laws. The applicant further agrees to register this parcel and his or her existing land with the Lake County surveyor as a single lot and address for tax purposes. Falsifying or deliberately omitting any information regarding this application may result in immediate termination from the program and/or the City of Gary seeking remedies available under the law.

By receiving this application, I understand the City of Gary Redevelopment Commission does not commit to transferring the subject property and that this application is a statement of interest only.

Applicant Signature

Printed Name

Date