

# Maumee Valley Region Demolition Intake Form

*Williams, Henry, Fulton, Paulding & Defiance Counties*

Please answer as much as you can on this Intake Form. Incomplete intake forms will still be considered. Note: If you would like to request a digital version of this document or if you have questions please email [plannerem@mvpo.org](mailto:plannerem@mvpo.org) or call Estee Miller at Maumee Valley Planning Organization (419-784-3882)

<b>PROPOSED DEMOLITION SITE INFORMATION</b>			
<b>Property Address:</b>			
<b>Parcel Number:</b>			
<b>County:</b>			
<b>Type of Property:</b>	Residential	Commercial	Agricultural
<b>What needs demolished?</b>	House # of Barns: _____	Mobile Home Other: _____	# of Sheds: _____

<b>PRIMARY PROPERTY OWNER CONTACT INFORMATION</b>	
Please fill in the main point of contact for the property. If more than one owner, please indicate below.	
<b>Property Owner Name</b>	
<b>Owner Phone Number</b>	
<b>Owner Mailing Address</b>	
<b>Owner Email Address</b>	
<b>Additional Owner Name(s) and Contact:</b>	

*If someone else manages the primary owner's property, please indicate below with the name and contact information of the manager and attach written consent from owner. This person would become the main point of contact moving forward:*

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**Please fill out all the following questions to the best of your ability:**

*If you are unsure, please leave the question blank.*

### Property Information:

1. How long has the property been vacant? \_\_\_\_\_
  
2. After demolition, what is the intended **end use** of the property? Circle/Check all that apply
  - Vacant lot/personal use
  - To sell
  - To build
  - To farm
  - Other (please explain below):
  
3. Please list **all** of structures/buildings that are on the property and quantities. Descriptions are helpful (Ex: 1 red barn, 2 white sheds, 1 two-story house)
  
4. Please specify which of the above list are to be **demolished**.
  
5. Please specify of the buildings from number 3, which are to be **kept**.
  
6. Please indicate any other items that may need removed (sidewalks, driveways, etc.). Please note: Tree and brush removal is **NOT** included with demolition unless it is in the way of the contractor. Owners can pay contractors separately for these activities.

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7. **Reason** for requesting assistance with demolition of property:
8. How much are you **financially able to contribute** to the project? Although financial contribution is not currently required, it may be a factor depending on grant funds awarded and number of properties signed up.
9. Are all your **belongings** you intend to keep removed from the property/buildings you want demolished? All items left inside of buildings will be removed by the contractor.
- Yes
  - No
- Once a contract is signed, Contractors take "ownership" of the items in the buildings. Items in the buildings could influence their bids and therefore, all belongings need to be removed at time of bid. You will be contacted with a date in which your belongings should be removed by. It could be as early as November of 2023.***
10. For asbestos inspection and abatement, contractors will need **access** to the inside of each building that is to be demolished. How can your buildings be accessed? Check/Circle one:
- ALL Buildings are accessible – unlocked/easy to access
  - At least one building is locked – a key is needed to get in
  - At least one building is secured by security system that requires a code to get in
- Your key/security code will need to be turned in once we confirm funding and eligibility.**

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11. Upon completion of the demolition, the standard is to level the lot with clean fill dirt and plant grass seed. Please indicate your preferred site condition once demolition is completed:

- Levelled lot with fill dirt and grass planted
- Levelled lot with fill dirt, NO grass planted (Farming/gardening purposes)
- Levelled lot with stone (this is only allowed on a case-by-case basis)
- Other (please explain below)

12. Are there any unpaid **real estate taxes** owed for the property? Yes No Unsure

13. Are there any **liens or loans** against the property? Yes No Unsure

- If yes, must receive proof of payment or demolition approval letter from lienholder\**

14. Please list **ALL** property owners as indicated on the deed and attach the deed. If owned by a business or LLC, please list the authorizing agent along with documentation:

### UTILITIES

15. Has the **electric** been cut to the buildings to be demolished? Yes No

16. Who is the electric **provider** (fill in only if electric has not been cut):

17. How did you get **water** to the property?: Cistern Well City/Village

18. What other **utilities** are or were present?

- Gas – Provider: \_\_\_\_\_
- Sewer
- Other- indicate below:

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19. Please indicate the **status** of all other utilities on the property (Cut off, active, etc.)

20. Are there any other special circumstances related to utilities we need to know about (ex: electric runs from structure to be demolished to structure that is to remain)

### WELLS/SEPTICS/CISTERNS

Most times, the Health Department requires the wells and septic systems on these properties to be properly abandoned. Unless you receive special permission from the Health Department **and** Land Bank, **all wells and septic systems will be abandoned. All cisterns will also be removed.**

21. Is there a **well** on the property?      Yes    No    Unsure

- If more than one, how many? \_\_\_\_\_
- **If yes** – what is the approximate location?

22. Is there a **septic system** on the property?    Yes    No    Unsure

- **If yes** – what is the approximate location?

23. Is there a **cistern** on the property?    Yes    No    Unsure

- **If yes** – what is the approximate location?

24. Are you intending to **keep** the well or septic?

- No
- Yes – if yes, please submit written permission from your county's health department, which will be reviewed by the Land Bank.

**A map is highly encouraged to be submitted with your application indicating the approximate location of your well, septic and cistern. Pictures are encouraged.**

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If you need assistance with acquiring this documentation, please contact Estee Miller at Maumee Valley Planning Organization at 419-784-3882. Please do not let this prevent you from submitting the rest of your intake form.

### Checklist of Additional Documentation Required:

- Access Agreement (enclosed) notarized and signed by ALL owners listed on the deed
- Location Map – this can be a screenshot of google/apple maps – *if you are unable to do this, please still submit everything else you have.*
  - We encourage you to label/mark the following on the map, if possible:
    - Structures that are to be KEPT
    - Structures that are to be DEMOLISHED
    - The location of wells, septic, cisterns, etc.
- Deed/Proof of ownership and/or proof of Owner’s manager
- Authorizing agent information - only needed if LLC/Business owned
- Letters from Health Department, Lienholders, etc as noted throughout application – this *not applicable to every property\**

Thank you for your interest in the Land Bank’s demolition grant program! Intake forms, Access Agreements and other required documentation (listed above) will be accepted on a rolling basis. Please return this form and other documentation to the Land Bank’s Grant Administrator, Maumee Valley Planning Organization:

Maumee Valley Planning Organization  
ATTN: Land Bank  
1300 E Second Street, Suite 200  
Defiance, OH 43512

You may opt to email documentation to Estee Miller at [plannerem@mvpo.org](mailto:plannerem@mvpo.org). **The notarized Access Agreement must be received via mail or in person.**