

**Nitro Land Reuse Authority  
Application to Purchase Property**

The Nitro Land Reuse Authority's mission is to restore value to the community by acquiring, developing, and selling vacant, dilapidated, abandoned and/or delinquent tax properties in cooperation with stakeholders who value responsible land ownership. Through the sale of these parcels, the NLRA offers an opportunity to individuals to participate in the revitalization of the City through productive reuse of vacant lots. This application is for individuals who wish to purchase land owned by NLRA for the purpose of yard expansions for residential properties, rehabilitation of vacant/abandoned housing, new construction, demolition of blighted properties and residential and/or commercial redevelopment.

**Eligibility**

1. An applicant must **NOT** have any outstanding code violations, property tax or City delinquencies.
2. An applicant must have a proposed use for the property, for the boards review.
3. An applicant must submit a full and complete application with the required attachment to NLRA for processing.

**\*\*Buyers will be responsible for all costs and fees related to transfer, recording, consolidation, etc.**

**Applicant Information**

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Business/Organization Name (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Address of Property (*you wish to acquire*) \_\_\_\_\_

County \_\_\_\_\_ If known, parcel number \_\_\_\_\_ If known, square footage \_\_\_\_\_

Is the property residential or commercial? \_\_\_\_\_ Is the property currently occupied? \_\_\_\_\_

Do you own other property within the City of Nitro? Yes \_\_\_ No \_\_\_

If "Yes", please list the addresses and types of property (please add a separate sheet of paper, if needed)

Addresses for Buildings (Parcel Numbers for Vacant Lots)	Type of Property
_____	_____
_____	_____



Nitro Land Reuse Authority  
of Kanawha & Putnam Counties

201 21st St Nitro, WV 25143  
304.306.4201

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**Applicant's Signature**

**Date**

**Return Completed Applications To:**

**Nitro Development/Land Reuse Authority  
Attn: Kim Reed  
201 21<sup>st</sup> St.  
Nitro, West Virginia 25143**

**Questions?** Call (304) 306-4201 or email [K.Reed@cityofnitro.org](mailto:K.Reed@cityofnitro.org)

**Office Use Only** (check & date)

**Building, Planning & Zoning** \_\_\_\_\_

**Municipal & Refuse** \_\_\_\_\_

**Adjacent Property / Side Yard Expansion (if applicable)**

Address and Parcel Number(s) of the Land Bank parcels you wish to purchase for yard expansion:

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Are you currently using the land bank parcel? Yes \_\_\_ No \_\_\_

If "Yes", have you made any improvements to the Land Bank parcel? Yes \_\_\_ No \_\_\_

If "Yes", what improvements have been made?

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**Yard Expansion Improvement Information:**

To promote the expansion of residential yards on vacant lots, NLRA is willing to sell parcels to adjacent residential property owners. In doing so, NLRA encourages such improvements as landscaping (shrubs, trees, groundcover, etc.) and fencing. In making the decision to sell a Land Bank parcel for yard expansion, NLRA will consider the extent of improvements the applicant proposes to make to the Land Bank parcel and the impact those improvements will have on improving the overall value of the property and the neighborhood.

Please describe your plans for improving the Land Bank parcel (landscaping, gardens, pavement treatment, fences, etc.)

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**\*\*Attach a simple site plan showing the improvements you propose to make.**

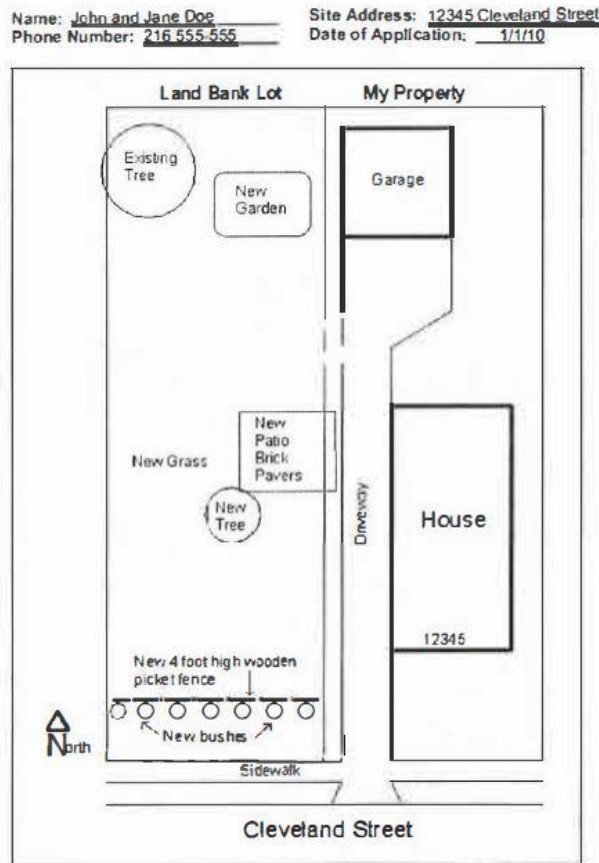
Please see the attached example of an acceptable site plan which includes the following:

1. Address of residential property, name of applicant, date of drawing;
2. Lot outline of parcels, location of sidewalk and street, labeled with name and address number;
3. Label the distance between the proposed structure and other structures on the site;
4. Label the distance between all structures and property lines;
4. Location of your existing house, driveway, fence, and garage, as applicable;
5. Drawing of proposed improvements (plantings, fencing, pavement, grass, etc.) with descriptive labels;
6. Show direction by adding a "north arrow".

### Indicate What Your Plans are for the Land Bank Lot - Drawing Your Plan

- Fill in your contact information
- Show the location of your existing house, driveway, and garage in relation to the Land Bank lot and to the street and sidewalk. Label the street name and your house number.
- If you plan to build a fence show its proposed location and indicate the style, the type of material and how tall it will be.
- Identify the location of existing vegetation on the land bank lot such as trees and bushes and show the proposed location and label any new trees, bushes, or gardens you plan to plant. Indicate if you will be planting new grass.
- Show any other improvements you plan to make such as patios, walkways, arbors, play sets, etc.
- Indicate on the drawing which direction is North

### Example of an Acceptable Site Plan Attachment Site Plan Should Be Returned at the Same Time with the Application Form



Site Plan Should Be Returned at the Same Time with the Application Form To:  
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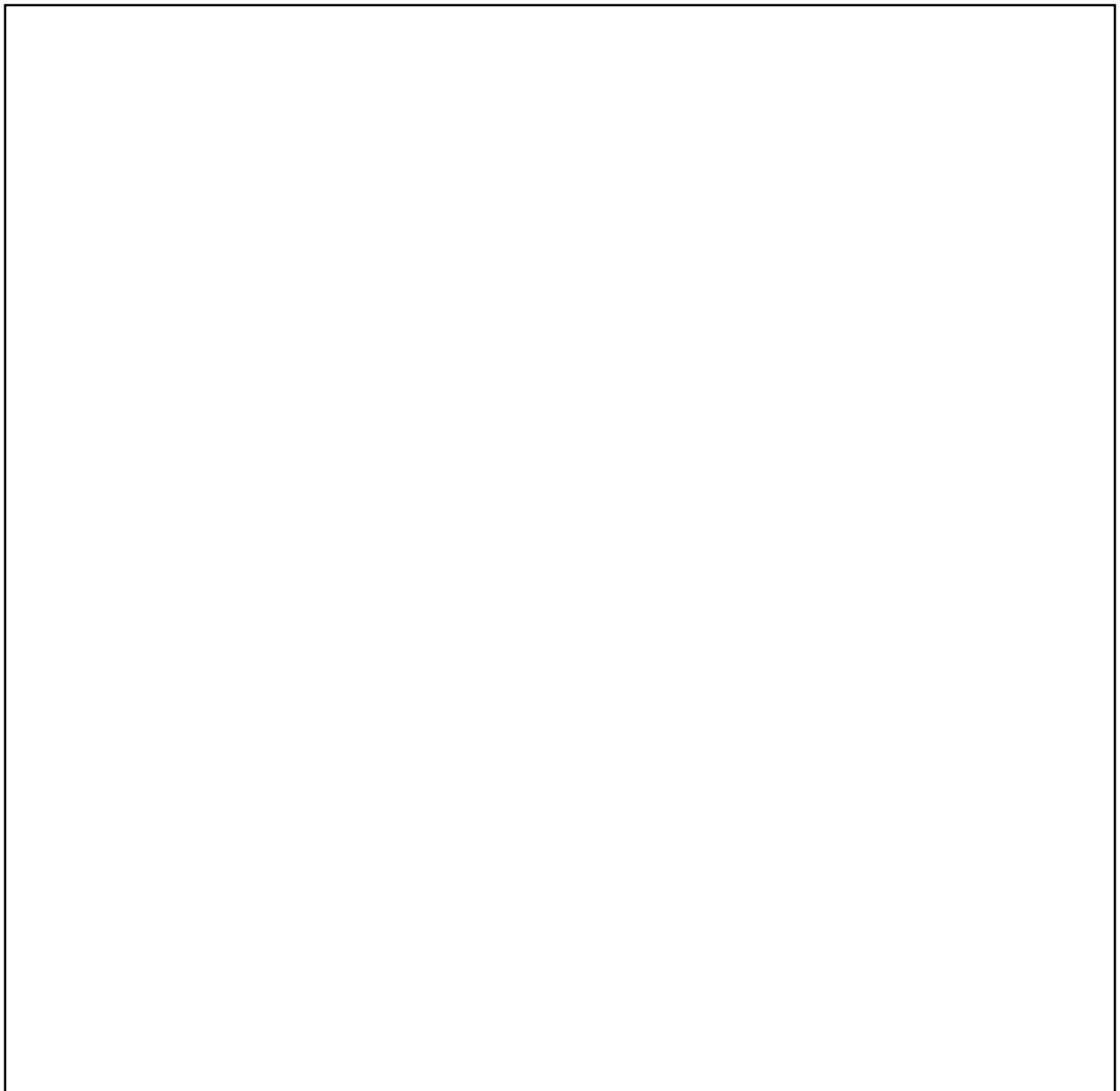
**Application to Purchase Property for Yard Expansion  
Site Plan Attachment  
(Return with Your Completed Application Form)**

**Name:** \_\_\_\_\_ **Site Address:** \_\_\_\_\_

**Phone Number :** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**Draw Your Plan in the Box Below or Attach a Separate Sheet.**

**(See the following page for instructions on drawing your plan)**



If, in addition to the Land Bank Parcel(s), other property still needs to be acquired to move forward with the proposal, please list the permanent address or parcel number(s) of that property.

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**Description of Proposed Use and Improvements**

Provide a general description of the type of use and improvements to be undertaken with the acquisition of the Land Bank parcel(s). If applicable, describe how it would be integrated into the layout of your existing property.

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Provide information (as best you can at this time) for the various types of improvements that are applicable to your proposal. If a specific question is Not Applicable to your proposal, insert “N/A”.

**New Structure / Expansion of Structures**

Commercial, institutional, or industrial uses: Approximate number of square feet.

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Residential uses: Number of units for each residential type. \_\_\_\_\_

Height: Approximate height or number of stories of main buildings. \_\_\_\_\_

Materials: Main type of materials proposed for facades (ex.: brick, block, wood, vinyl, glass, metal, etc.) \_\_\_\_\_

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**Parking / Service Areas**

Approximate number of new parking spaces or size of service area. \_\_\_\_\_

**Landscaping** (information on width, types of vegetation and fencing, including height and type of material)

Between parking and sidewalk: \_\_\_\_\_

Buffers for storage/trash/incompatible uses: \_\_\_\_\_

Other landscape features: \_\_\_\_\_

**Project Financing**

**Estimated “Sources and Uses” of Funds**

**Sources:** Name all sources of financing

Source Type:	Name of Source	Estimated Amount (\$)	Are Funds Committed? (Yes/No)
1. Applicant’s Equity			
2. Bank Financing			
3. (Other)			

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TOTAL SOURCES: \$ \_\_\_\_\_

**Uses:** Provide estimated costs for the applicable items

Uses	Estimated Amount (\$)	Source of Estimate
1. Property Acquisition		
2. Site Preparation		
3. Hard Construction Costs		
4. Design Costs		
5. Financing / Carrying Costs		
6. (Other)		

TOTAL SOURCES: \$ \_\_\_\_\_

### **Applicant Background and Experience**

Has the Applicant developed other projects in the City of Nitro? Yes \_\_\_\_\_ No \_\_\_\_\_

If “Yes”, please provide a one-line description of the projects and provide the year. If extra space in needed, please attach.

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Is the Applicant in default of any ongoing project(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, identify in the spaces below the following: project name and status:

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Is the Applicant a named defendant or party to any litigation such as bankruptcy, foreclosure, arbitration proceedings or have miscellaneous lawsuits pending or outstanding? Does the Applicant have any judgments or claims against him/her that could impede the ability to complete the project?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

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\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

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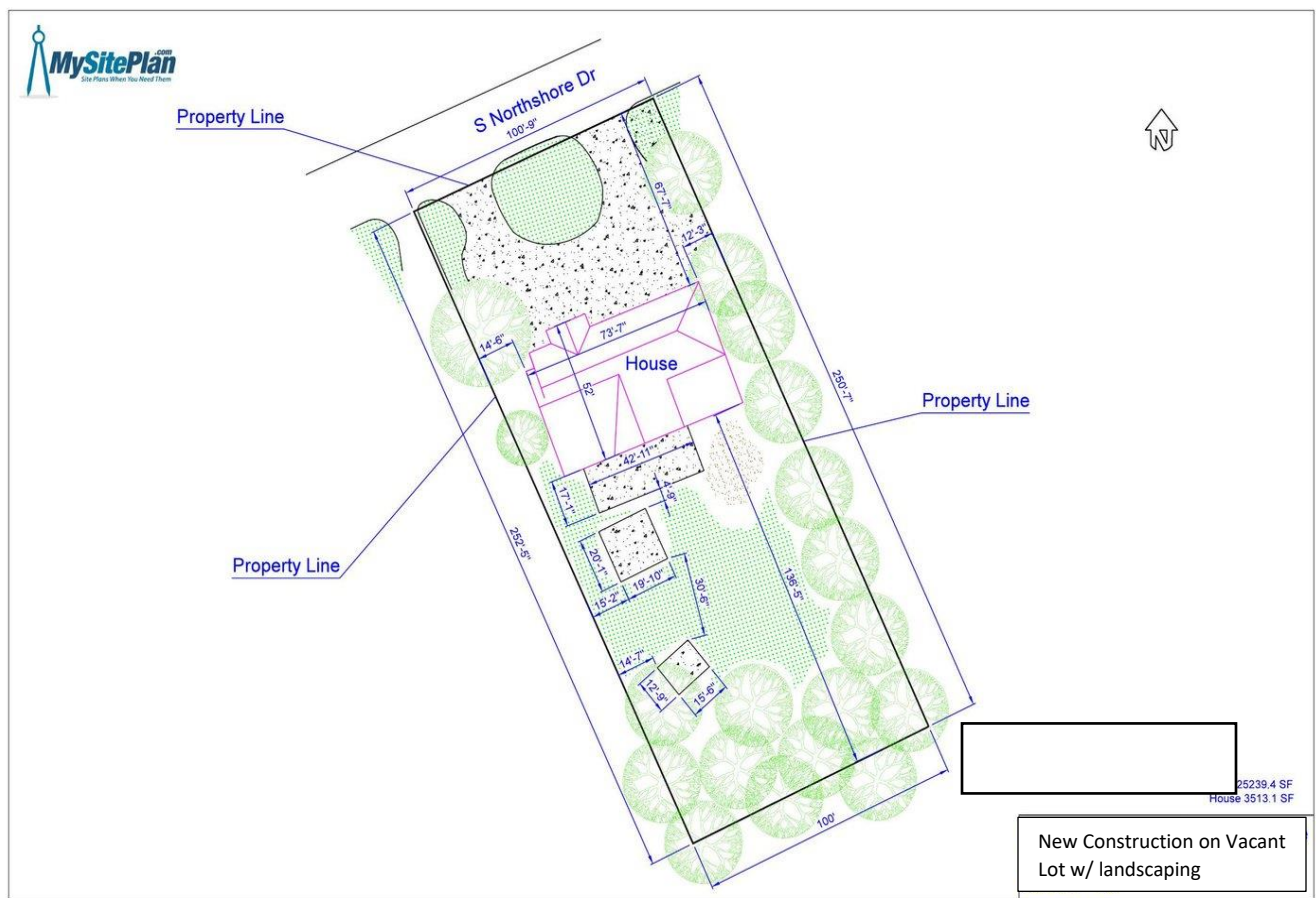
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**Indicate What Your Plans are for the Land Bank Lot - Drawing Your Plan**

- Fill in your contact information
- Show the location of the vacant lot
- Please include a drawing of all improvements you want made to the property
- Identify the location of existing vegetation on the land bank lot such as trees and bushes and show the proposed location and label any new trees, bushes, or gardens you plan to plant. Indicate if you will be planting new grass or paving
- Show any other improvements you plan to make such as patios, walkways, arbors, benches, etc.
- Indicate on the drawing which direction is North

**Example of an Acceptable Site Plan Attachment**  
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**Application to Purchase Vacant Lot**

**Site Plan Attachment  
(Return with Your Completed Application Form)**

**Name:** \_\_\_\_\_ **Site Address:** \_\_\_\_\_

**Phone Number :** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**Draw Your Plan in the Box Below or Attach a Separate Sheet.**

**(See the following page for instructions on drawing your plan)**

**Application to Purchase Vacant House  
Site Plan Attachment  
(Return with Your Completed Application Form)**

**Name:** \_\_\_\_\_ **Site Address:** \_\_\_\_\_

**Phone Number :** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

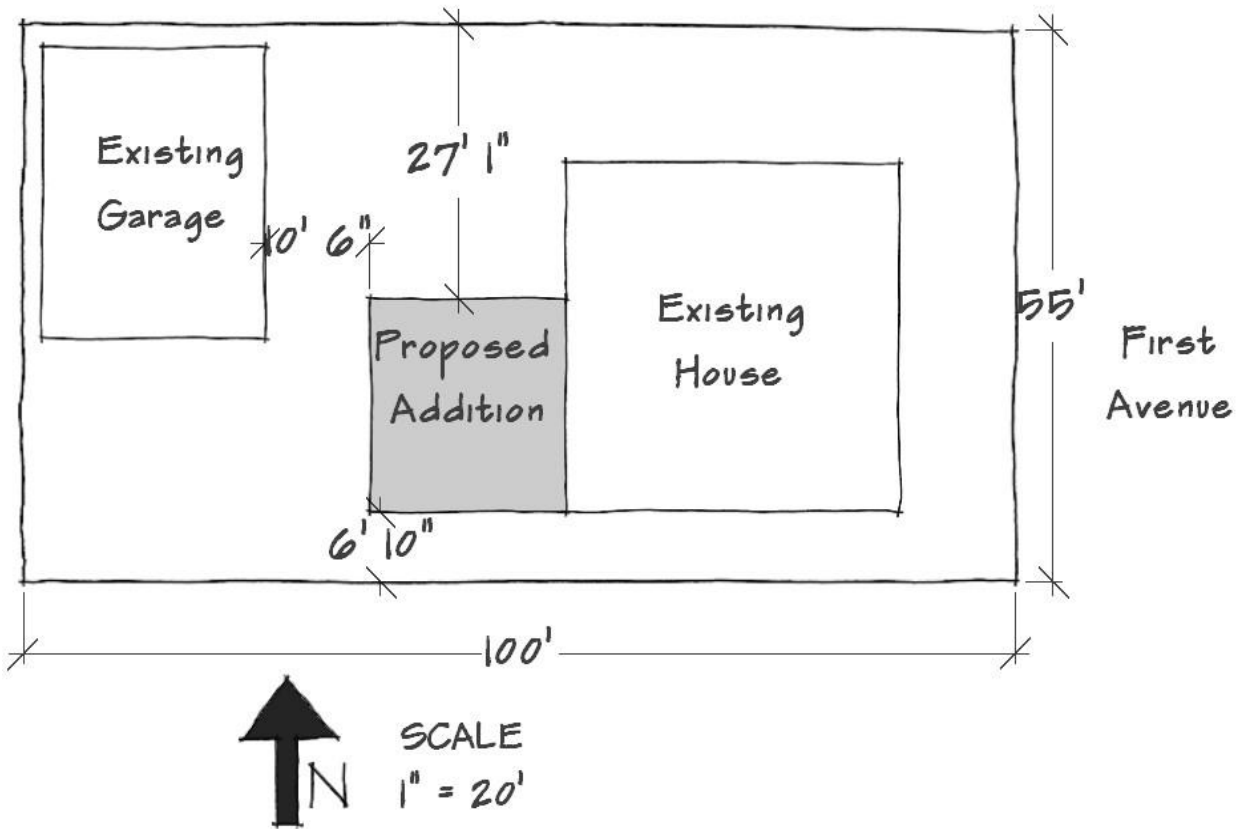
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Indicate What Your Plans are for the Land Bank Lot - Drawing Your Plan

- Fill in your contact information
- Show the location of the parcel with structure
- Please include a drawing of all improvements you want made to the property
- Identify the location of existing structure, vegetation on the land bank lot such as trees and bushes and show the proposed location and label any new trees, bushes, or gardens you plan to plant. Indicate if you will be planting new grass or creating a permanent parking spot
- Show any other improvements you plan to make such as garages, buildings, patios, walkways, fountains, Gazebos, etc.
- Indicate on the drawing which direction is North

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**Application to Demolish Blighted Property  
Site Plan Attachment  
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Name: \_\_\_\_\_ Site Address: \_\_\_\_\_

Phone Number : \_\_\_\_\_ Date of Application: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Business Name: \_\_\_\_\_

Contractors License #: \_\_\_\_\_

**CONTACT INFORMATION:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**PROJECT INFORMATION:**

Site Address: \_\_\_\_\_ Type of Building: \_\_\_\_\_

Will asbestos inspection be needed? Yes \_\_\_ No \_\_\_

Method of transporting material: \_\_\_\_\_ Disposal Site: \_\_\_\_\_

At least 48 hours in advance of beginning work:

- ✓ Call Nitro Building Department to obtain a building permit.
- ✓ Call for utility location marking before beginning work (dial 8-1-1). Disconnect all utility services.
- ✓ Contact the Nitro Regional Wastewater Utility at 304.755.3669 to schedule a witness of work and inspection of the sealing and relocation of the sanitary sewer line within five (5) feet of the property line.

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**Post Demolition Redevelopment Plan  
Site Plan Attachment  
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**Name:** \_\_\_\_\_ **Site Address:** \_\_\_\_\_

**Phone Number :** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**Draw Your Plan in the Box Below or Attach a Separate Sheet.**

**(See the following page for instructions on drawing your plan)**

