

Adopt-A-Lot/Side-Lot

[Click here to learn more about Adopt-A-Lot/Side Lot Programming](#)

Birmingham Land Bank Authority Adopt-a-Lot/Side-Lot Program Instructions

This application is used by the staff of the Birmingham Land Bank Authority (BLBA) to field inquiries from persons or organizations interested to acquire property. Before you submit an application, please review our guidelines.

Please note:

BLBA is offering properties for lease, potential purchase or transfer to applicants that still have to be acquired from the State of Alabama Department of Revenue. There is no guarantee that BLBA will be able to convey the property you are requesting. Applicant assumes all risk for acquiring the properties as-is. BLBA cannot be responsible for certifying to the Applicant:

- *The condition of the property
- *Whether a structure or partial structure is on the property
- *Whether the property has adequate access and egress
- *Whether the property is in a flood plain or has a high risk of flooding
- *If there are any vehicles, rubbish, or illegally dumped materials on the property
- *If there are currently residents living on the property, legally or illegally
- *Whether the property is connected to electric, water, or sewer

In submitting this application, you accept the risk implied.

BLBA requires the applicant to submit current photographs taken from the public right of way for any property you are requesting. This is to ensure that the applicant is aware of the property condition and has visited the property recently.

- *Each application must be complete before it can be reviewed by BLBA staff. Incomplete applications will not be reviewed.
- *You can start an application and leave it complete at a later time. Simply log into the application to finish it.
- *Applicants may be required to provide documents to support their application. If you do not have these documents or have questions, please review our [FAQ](#) or contact staff through the contact page on the [BLBA website](#).
- *Applicants who submit false information or misrepresent their identity, their intended use of a parcel, or any other information on this application may be declined.
- *BLBA may bar any Applicant permanently from participating in a land transfer with the land bank, if the BLBA believes an Applicant knowingly supplied false or misleading information.
- *Applicants must state the intended use for the parcel. The intended use must comply with the City of Birmingham Zoning Code. For questions about compliance with Zoning, please contact the Zoning Department at 205.254.2211.

*Any applicant who receives a parcel from the BLBA will be required to maintain that property according to city ordinances and BLBA program guidelines. Failure to comply may result in the Applicant forfeiting the property back to the BLBA and a possible ban from participating in BLBA programming.

*Please provide as much detail about how you intend to use the parcel. Applications that lack clear explanations for the intended use may be declined or returned. Parcels eligible for this program must be vacant and have no permanent structures on them.

Submit Request for Side Lot

Before submitting your application, here are some things to remember:

- The electronic application requires that you upload program specific documents.
 - If your application is incomplete, it will be denied, and you will have to resubmit your application.
 - Properties cannot be reserved by submitting an incomplete application, so be sure you have everything you need before you begin!
 - Have you paid taxes on all of your properties?
 - Are your properties free and clear of code violations?
 - Do you have all of the documents ready to upload?
- Applicants are limited to three active Adopt-A-Lot/Side-Lot in totality through the program.

Applicant Information

Applicant #: _____ Address: _____
Type: _____ City: _____
Legal Name: _____ State: _____
First Name: _____ Postal Code: _____
Last Name: _____
Email: _____
Telephone: _____

Contact Information

Same as above: No
First Name: _____
Last Name: _____
Email: _____
Telephone: _____

Selected Properties

<input type="checkbox"/>	Parcel No	Address	City	Postal Code
No records found.				

****NOTICE FOR SIDE LOT AND/OR ADOPT-A-LOT APPLICATIONS****

In order to prove ownership of the property in which you currently reside that qualifies you to request a property through the Birmingham Land Bank Authority's (BLBA) Side Lot or Adopt-a-Lot program, the property must be assessed in your name. This office will not execute an agreement with you until you provide documentation that the property is assessed in your name. The Jefferson County "Long Legal" property files can list you as one of the following:

- * Assessed Owner
- * Trustee
- * Executor/Administrator
- * Attorney-In-Fact

If the property is not recorded in your name and you are the owner, you must have it recorded, with the property documents, at Jefferson County's Probate Court ((205) 325-5420). The recorded documents must then be taken to the Jefferson County Tax Assessor's Office ((205) 325-5505) to be listed as the new assessed owner(s) with their proper mailing address. Only papers with the Jefferson County stamp and long legal will be accepted as proper documentation to execute an agreement with you if the owner is not already listed with the Tax Assessor's Office.

Applicant Eligibility

Name of Business or Non-Profit. Type
"N/A" if not applicable.*
Key Contact Person for Applicant.*
Key Contact Email Address.*

Key Contact Phone Number:*



Eligible applicants for this program are ones that Own and Occupy homes or whose organizations are based in the same neighborhood as the parcel that they are applying for.

Are you a homeowner?:*

Neighborhood in which you own and occupy your home:*

Please provide Current EXTERIOR PHOTO from the Right of Way of each property that you own.:

Please list all applicant owned properties in the City of Birmingham. Include the occupancy status of each. Attach a list in the next field if you need more space. Your application will be denied if you fail to provide this information.:

Please provide list of all properties owned by applicant. Include occupancy status of each.:



Transparency

Are you a City of Birmingham Employee:*

Do you have any family or business partners that work for the City of Birmingham:*

Please list family or business partners that are employed by the City of Birmingham:*

Identify all owners, directors, substantial investors in and partners of the Applicant.:

Are any of these parties City of Birmingham employees:*

List the party and their position. Type "N/A" if not applicable.:

Are any of these parties related by blood or marriage to City officials or employees:*

List the party, city employee or official, and relationship. Type "N/A" if not applicable.:

Are you actively pursuing property acquisition through the Land Bank on any other properties or under any other names/organizations? If so, please list other names/organizations and property addresses.:

List all entities or businesses in which applicant is making application for BLBA programming under:*

Do you or the organization on whose behalf you are applying currently own and occupy a property within the same neighborhood as the requested property?:*

Has the organization authorized you to apply for purchase or lease of this property on their behalf? If approved, Authorization by your organization leadership, on organization letterhead, authorizing the applicant to lease property will need to be provided.:

History

Have you, or any Company/Organization in which you hold interest, ever failed to pay property taxes on time? If yes, please attach a statement explaining the circumstances of the delinquency, whether it remains, and the address of the property or properties involved.:

Tax Delinquency Explanation:

Have you ever defaulted or failed to perform in an agreement with the Birmingham Land Bank Authority:

Have you, or any Company/Organization in which you hold interest, ever received a notice from the City indicating that you are in violation of City Code? If yes, please attach a statement explaining the circumstances of the notice of violation, whether it was resolved and when, and the address of the property or properties involved.:

Code Violation Explanation:

The City of Birmingham has cut grass or demolished a structure on my personal property or any property that my organization or leadership of my organization owns:

If you answered yes to any of these categories, please give a brief explanation. Staff may ask for additional information on the status of the property, such as the timeline of renovation, tax payment information, and similar questions. As a part of the review of this application, BLBA Staff will review records from City Offices (such as Code Enforcement), Courts, and other available records. Failure to honestly answer these questions may result in the rejection of the application and exclusion from the program.

Maintenance/Development Plan

Plans for Property:

Please provide DETAILED summary of your plans for property. Be as specific as possible.:

Is the lot that you are applying for a vacant lot?:

Please take and upload photograph of the property that you are applying for. No satellite images or search engine images allowed. You must visit the parcel and take picture.:

Are you maintaining the property you are requesting?:

Certification

I hereby certify that I have read this application and that all information contained herein is true. If any portion of this information, either intentionally or unintentionally, is false or is a misrepresentation of the material facts, this Maintenance/Development Plan will be void and will not be approved. To the best of my knowledge, the information provided in this application is true. I do not own other property that has delinquent taxes, unpaid special assessments, or unremediated code violations and I am not delinquent in other taxes. I understand that staff will review this request and confirm that it is in compliance with existing Policies & Procedures, as well as existing neighborhood plans. I also understand that this form is a statement of interest only. Receiving it does not commit the Land Bank Authority to transfer property.

eSignature:

After you have submitted your interest using this application, a representative from the Birmingham Land Bank Authority will make contact at the appropriate time in order to set up an appointment. Below is a checklist of information you will need to bring in order to complete a Side Lot application when you meet with the representative.

- 1. Identification**
- 2. Proof of Property Ownership**
- 3. \$50.00 Administrative Fee**

Thank you for your interest in the Birmingham Land Bank Authority. We will review your request and contact you at the appropriate time.

Please note the following disclaimers:

- *The BLBA cannot guarantee the acquisition or availability of the properties requested.**
- *The BLBA cannot knowingly pursue properties that are occupied.**
- *Take photos of properties from the right-of-way in accordance with property laws.**

Thank you for working with us to improve the City of Birmingham!

SAMPLE