



## Department of Planning and Economic Development

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

# 2020 PROPERTY INQUIRY

Date of Application: \_\_\_\_\_

Property Owner Information:	
Applicant Name:	Phone (Home):
Address (NO P.O. Box):	Phone (Other):
City, State, Zip code:	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 _____

PROPERTY ADDRESS OF INTEREST: \_\_\_\_\_

REASON FOR PURCHASE:
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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:** \_\_\_\_\_

## 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 <b>Sent</b> : _____ Returned Certified Postcard <b>Rcvd</b> : YES Date: _____
Abutting Owner: Not interested: _____ Disqualified? _____	

**Denied Signature:** \_\_\_\_\_

**Date Denied:** \_\_\_\_\_ / \_\_\_\_\_ / 2020

**STAFF COMMENTS:** \_\_\_\_\_

**Approved Signature:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_ / \_\_\_\_\_ / 2020

**NOTE: (IF THE APPLICATION IS FOR A SIDE LOT PROPERTY INQUIRY THE FOLLOWING POLICY APPLIES. PLEASE PROVIDE TO APPLICANT AND HAVE THEM READ THE FOLLOWING AND SIGN THAT THEY UNDERSTAND AND AGREE TO 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 Redevelopment Department's 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 Redevelopment Department 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 Redevelopment Department 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 Redevelopment Department 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 Redevelopment Department.

**(Signature Required) X** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

