



SINGLE-PARCEL PURCHASER PACKET

Contains the following:

- Single-Parcel Purchaser Criteria
- Landbank Policy for Applicants
- Single-Parcel Purchaser Application Process
- Single-Parcel Purchaser Checklist
- Project Outline and Scoring Criteria Worksheet
- Samples of Documentation Required for the Landbank's Development Programs
 - Budget and Timeline
 - * Please follow its format as closely as possible.
 - Proof of Funds
 - Construction Plans
 - Site Plans

See <https://louisvilleky.gov/government/community-development> for more information as the **Louisville Landbank's Disposition Program Policies**.



SINGLE-PARCEL PURCHASER CRITERIA

Quantity	1 parcel
Compliance	<ul style="list-style-type: none">• Each entity must be registered in the state of Kentucky with a majority of its members residing in Kentucky or the Louisville Metro area.• Be Metro Compliant (and other related agencies)
Capacity	<ul style="list-style-type: none">• Ability to effectively manage a budget, timeline, and contractors.• Possess construction capacity to build or rehab a single parcel within a 12-month timeframe.
Community	Willingness to engage with community stakeholders.



Landbank Disposition Program Policies – Updated June 2025

Section 1: Requirements/Information for All Landbank Disposition Policies

The Landbank disposes of properties using multiple disposition programs designed to meet a variety of goals. Applications can be rejected if the proposal fails to align with the overall community value and/or best use of the property which is one of the Landbank's goals when creating these programs. The Landbank seeks to ensure that the property, upon sale, is utilized in a way that maximizes its potential and benefits the surrounding area.

The following section includes requirements and information covering all Landbank disposition programs. Program-specific information follows in Section 2.

A. Applicant Requirements:

The Landbank is charged with returning formerly abandoned properties to responsible ownership for the benefit of the community. To ensure responsible ownership in the most effective manner, all Landbank applicants will adhere to the following criteria.

1. All property owned by applicant and any related entities must be in compliance at the time of application with all Louisville Metro Government laws and regulations, including (but not limited to): **a)** payment of property taxes; **b)** property maintenance; **c)** rental registry; **d)** zoning regulations; **e)** good standing with Secretary of State and Revenue Commission (as required); and **f)** all real estate owned individually or as a member of a company must be disclosed. Staff will conduct additional research to verify applicant's eligibility status.
2. Property owners at the time of Landbank acquisition or parties to any Louisville Metro Government-initiated foreclosure are not eligible to purchase Landbank properties.
3. Applicants are strongly encouraged to participate in all available educational sessions and view any materials relating to the Landbank.
4. Applicants with a resolution on the Landbank's meeting agenda are strongly encouraged to attend the board meeting virtually or in person to answer questions from the board members or anyone present at the meeting. In an applicant's absence, the resolution approving the property sale may be tabled until a time when the applicant can attend the meeting.



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5. Previous Landbank buyers may submit an application for a new property if their prior projects are complete, or if one of them is near completion (i.e., only minor touches are to be done before a final inspection is conducted to issue a Certificate of Occupancy). Projects may also consist of 2 or more parcels approved for purchase in the same application. This requirement applies to all entities in which the applicant is associated.
 6. Applicants out of compliance with any prior Landbank purchase for any reason will be disqualified from applying for any other Landbank parcel for up to five (5) years from the date the breach of contract is identified. Non-compliance includes project delays past the original timeline, change of end use, premature sales of properties, or other compliance issues impacting program goals.

B. Small-Scale and Large-Scale Developer Criteria:

Section B. is not applicable for Single-Parcel Purchasers.

C. Multi-Step Process to Become a Large-Scale Developer:

Section C. is not applicable for Single-Parcel Purchasers.

D. Property Sales:

The Landbank regularly acquires vacant and abandoned lots and structures through property donation and foreclosure. While in the Landbank's possession, properties are regularly maintained by Louisville Metro Government. The Landbank makes many properties available for expedient return to productive use and is also able to hold properties temporarily in order to fulfill long-term land use goals.

1. All parcels available to purchase have been acquired through an acquisition program approved by the Landbank board.
2. Each property is inspected after acquisition to determine its current condition as well as the appropriate sales program.
3. At its discretion, the Landbank can reserve the right to exclude any of its parcels from the outlined disposition programs.
4. Applications and parcel selection will remain open for 7 days after the first submission to allow for competing proposals.
5. Competing applications will be scored under the Scoring Criteria guidelines.



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6. Applications proposing home ownership on a vacant lot will be given preference.
 7. Applications submitted for a Development Program will be given preference over applications submitted for a Neighborhood Program.
 8. Applications submitted for a Development Program with a project plan proposing affordable housing will be given preference over applications with a project plan proposing market-rate housing.
 9. Any parcel selected for a Louisville Metro Government-funded project may have a minimum asking price of \$1.00.
 10. All real estate dispositions must be approved by the Landbank board.
 11. Exceptions to previously approved disposition policies may be made by the Landbank board. Exception requests will be reviewed against racial equity goals, community benefits, and regulatory requirements.

E. Reservation Policy

The Reservation Policy of the Louisville Landbank is being established to facilitate the strategic development of properties. This policy is to ensure that any parcel identified as essential for the completion of a development project can be reserved, allowing developers to address key hurdles such as acquiring adjacent parcels or securing necessary funding.

1. A parcel may be reserved for a maximum of 1 year.
2. A non-refundable reservation fee of \$200.00 will be assessed on all parcels.
3. The Requestor must submit a clear development plan involving the parcel and be actively working to resolve any barriers affecting the project's completion (e.g., securing funding, site control, and acquisition of adjacent parcels).
4. The Requestor must have no outstanding compliance issues with Louisville Landbank, Louisville Metro Government, or other related agencies.
5. Reserved parcels will be removed from public solicitation and will not be available for sale during the reservation period.
6. Louisville Landbank reserves the right to terminate the reservation and return the parcel to public availability once the 1-year reservation period has expired.
7. Any request to expand the reservation period will be reviewed on a case-by-case basis and may require an additional reservation fee.

Note: Non-Profit Housing Developers and Community Land Trusts may ask to waive the reservation fee.



F. Compliance Requirements for Applicants:

The Landbank staff understands that development of formerly abandoned properties is complex and are committed to working with Landbank buyers through those challenges. Communication between buyers and staff is imperative for successful projects.

To ensure the best possibility of success for each project, the following responsibilities are expected from each Landbank buyer.

1. To communicate regularly with Landbank staff via phone, email, or in person about project updates, revisions, cancelations, and unexpected delays.
2. To attend a real estate closing to finalize property transfer and provide funds for deed recording costs.
3. To follow all Louisville Metro Government, state, federal, and other appropriate laws and regulations related to building, construction, rehab, and property ownership. This includes, but is not limited to, applying for, and receiving all required permits, maintaining properties, and payment of property taxes.
4. To regularly communicate with the appropriate Code Enforcement Officer on project updates and change of ownership to eliminate unnecessary fines and notices.
5. To adhere to project and program requirements as regular monitoring will be conducted by OHCD staff to ensure project progress. This monitoring will be in addition to any regulatory inspections. *Note: If an approved Applicant fails to fulfill the intended end use stated within the parcel's submitted Development Programs' application, that Applicant will be disqualified from applying for any other Landbank parcel for up to five (5) years from the date the breach of contract is identified.*
6. To gather and supply demographic information to Landbank staff on all contractors, subcontractors, other professionals working on project, and end users. This information will be used to revise and craft future Landbank programs.
7. To submit before and after project photos, proposed and actual costs, and any other information that could showcase the Landbank's efforts and/or provide information to prospective Landbank buyers. Your participation in a Landbank program is your legal consent to release the aforementioned information to the public and is not limited to a monthly newsletter, annual reports, and regular community updates through social media and other platforms.



SINGLE-PARCEL PURCHASER APPLICATION PROCESS

Step 1: Determine Project Type:

- New Construction and/or
- Rehabilitation

Step 2: Identify and Select a Parcel

Browse the Louisville Landbank Property Portal to find and select a qualifying parcel.

Step 3: Prepare Parcel Specific Material

Gather all documentation required for the specific parcel you are applying for:

- Site Plans
- Construction Plans
- Project Budget and Development Timeline
- Proof of Project Funds or Financing, and
- Completed Project Worksheet

Step 4: Submit Application for Development Programs (Single-Parcel Purchaser or Small Developer via Property Portal)

- Log in to the Louisville Landbank Property Portal to create a Username and Password to access your account.
- Select the parcel you wish to develop and answer the application's questions.
- Upload your completed Project Outline and Scoring Criteria for Competing Applications, and all the required attachments for the parcel per the Development Program you are participating in.
- Submit your application.

Step 5: Allowance of Competing Applications

The selected parcel will be posted online for a 7-day public comment period, allowing other applicants to submit bids for the same property.

Step 6: Staff Review and Evaluation

On Day 8 from the initial submission, OHCD staff will begin reviewing the application and scoring it according to established criteria if multiple submissions are received.

Step 7: Staff Decision and Landbank Board Meeting Scheduling:

Within 30 days of submission, an applicant will be notified of one of the following determinations:

- Declined
- Staff Approved for Landbank Board recommendation (Pending Board Approval)
 - If staff approved, a Landbank Board meeting date will be set. The applicant must attend (virtually or in person) to present the proposal and receive formal board approval.



Step 8: Landbank Board Approval (Required)

All applications must receive formal approval from the Landbank Board. A resolution will be recommended to the Board for approval of the plans submitted. Attendance by the applicant is required (virtually or in-person)

Step 9: Conveyance Coordination

Once the resolution is passed, OHCD staff will contact the applicant via phone or email to gather and relay all necessary information for closing and deed preparation.

Step 10: Closing Coordination

Once the deed is prepared, OHCD will contact the applicant to schedule a closing date for the signing of closing documents.

Step 11: Closing and Document Execution:

At the time of closing, the applicant must sign the following:

- Conveyance Deed with deed restrictions
- Landbank Program Agreement
- Special Power of Attorney based on deed restrictions and project plan
- Best Practices/Guidelines Packet (provided by OHCD)

Properties will be monitored for compliance and marketing strategy until completion of project.



SINGLE-PARCEL PURCHASER CHECKLIST

A proposal for any parcel selected to be developed, via the Louisville Landbank Property Portal, must contain the following required attachments based on the Development Program you wish to participate in (e.g., *Build Back Our Blocks*, *Homeowners First*, *Save Our Structures*, or *Demo For Deed*).

- Project Outline and Scoring Criteria for Competing Applications
 - Complete and save document as a single PDF file.
- Site Plans (if applicable) and Building Plans
 - Complete and save document as a single PDF file.
- Project Budget and Timeline
 - Complete and save document as a single PDF file.
- Proof of Project Funds
 - Complete and save document as a single PDF file.

Log in to:

<https://public-lky.epropertyplus.com/landmgmtpub/app/base/landing> and upload all the required documents for the Development Program to the **Application for Development Programs (Single-Parcel Purchaser)**.

PROJECT OUTLINE AND SCORING CRITERIA FOR COMPETING APPLICATIONS

Description	Points	Example	Property Address 1	Property Address 2	Property Address 3	Property Address 4
		123 W Muhummad Ali				
You will be the Owner-Occupant.	60					
You are partnering with a Metro-affiliated agency /organization that directly provides housing or housing support services to vulnerable populations (Transition Housing not allowed).	10					
You are applying as a Single-Parcel Purchaser or a Small-Scale Developer.	5	X				
You have a Buyer under contract.	30					
Proof of Project Funds exceeds your budget by 20% or more for unknown issues.	15	X				
Subject property address is within a 1 mile radius to your residence or Principle Business Address or other LB parcels you have selected to develop/rehab.	20	X				
You will sell property at market rate.	15					
You will sell or rent at an Affordable Housing Rate.	20	X				
ADA Accessibility features are identified in your budget.	15					
Upgrades in Energy Efficiency are identified in your budget.	15	X				
Rental or Sales Price will be marketed for households at 50% AMI or below.	25					
Your proposed end use coincides with parcel's current zoning.	15	X				
Your proposed project will take longer than 12 months.	-5					
Total		90				

Instructions

1. Enter the address(es) of the parcel/parcels you are applying for (see **Example** for formatting).
2. Complete this form based on your proposed plan for chosen parcel/parcels.
3. Single-Parcel Purchasers: Upload the completed form to your application.
4. Small Developers: Upload the completed form to your application.
5. Large Developers: Upload the completed forms to your application during parcel selection phase.



EACH PROJECT MUST INCLUDE ALL ELEMENTS IN THIS FORM:

Address: 123 Main St. Louisville, KY 40203

Type of Development: Full rehab

Pictures of Project



Timeframe of Project: Dec. 2023- Dec. 2024

Complication and Navigation

(a) **Complication:** City delayed issuing permits due to staffing shortages.

How Navigated: I maintained close contact with city staff, used the delay to enhance the home designs and finalize subcontractor bids.

(b) **Complication:** During excavation, unstable soil was discovered that required additional foundation support.

How Navigated: I paused construction and brought in a structural engineer. A cost-effective pier system was designed and approved quickly.

(c) **Complication:** The framing crew backed out last minute due to being double-booked.

How Navigated: I tapped into my trusted builder network, and offered a performance bonus for quick turnaround, and got a new crew on site within a week.

Scope of Work: Describe the work you will do in each area. EXAMPLES BELOW.

- (a) Demolition & Site Preparation - Remove damaged & outdated material, demo per plans, haul debris
- (b) Structural Repairs - Any foundation issues, repair or replace framing, headers, or supports, etc.
- (c) Mechanical Systems - Electrical upgrade service panel, rewire house, plumbing replace pipes, HVAC
- (d) Exterior improvements - Replace or repair roof, gutters, siding, repair exterior, install windows,
- (e) Interior renovation - Insulate walls & attic to meet energy codes, drywall, flooring, paint interior.
- (f) Kitchen remodel - New cabinets, countertops, appliances, upgrade lighting, & plumbing fixtures.
- (g) Bathroom Renovations - New vanities, sinks, toilets, tubs/showers, exhaust fan, lighting, towel bars
- (h) Final Touches & Inspections - Clean property, walk thru check repairs, schedule city inspections, etc.

SAMPLE OF BUDGET AND TIMELINE: 123 MAIN ST

Category <i>not required, but helpful to identify phases of project</i>	Timeline <i>can be defined as monthly, quarterly, or daily</i>	Description	Labor Cost <i>if completed by self write Self</i>	Material Cost	Permits	Total	Notes
Planning and Site Preparation	Oct-23	Soil Test		\$1,000.00		\$1,000.00	
	Oct-23	Survey		\$650.00		\$650.00	
	Nov-23	Title Insurance		\$200.00		\$200.00	
	Nov-23	Building Permit			\$75.00	\$75.00	
	Dec-23	Remove trees and site clean up	\$4,000.00			\$4,000.00	
	ALL	Lawn Maintenance, Security System	\$350.00	\$150.00		\$500.00	
	Dec-23	Dumpster Rental and Demo/Cleaning	\$2,000.00	\$1,000.00		\$3,000.00	
Sub Total:						\$8,925.00	
Exterior and Structural Rehab	Jan-24	Stabilize structural foundation	\$6,500.00	\$500.00		\$7,000.00	
	Jan-24	Repair joists and new sub flooring	\$7,000.00	\$1,000.00		\$8,000.00	
	Feb-24	Replace Roof	\$6,000.00	\$3,000.00		\$9,000.00	
	Feb-24	Replace Windows	\$1,500.00	\$6,000.00		\$7,500.00	
	Feb-24	Repair Soffit Trim	Self	\$250.00		\$250.00	
	Feb-24	Repair Porch	\$1,000.00	\$500.00		\$1,500.00	
	Mar-24	Paint Exterior	\$3,000.00	\$1,000.00		\$4,000.00	
	May-24	Landscaping	\$1,000.00	\$2,000.00		\$3,000.00	
Sub Total:						\$40,250.00	
Interior	Dec-23	Interior Framing	Self	\$1,000.00		\$1,000.00	
	Dec-23	Drywall	\$500.00	\$1,000.00		\$1,500.00	
	April-24	Flooring Carpet and Laminate	\$2,000.00	\$8,000.00		\$10,000.00	
	April-24	Carpentry/Baseboards replace	\$500.00	\$1,000.00		\$1,500.00	
	May-24	Cabinetry, sinks, vanity, tub, shower	\$1,000.00	\$3,000.00		\$4,000.00	
	Feb-24	Insulation	\$500.00	\$3,000.00		\$3,500.00	
	April-24	Doors and Hardware	Self	\$3,500.00		\$3,500.00	
	Mar-24	Painting	Self	\$400.00		\$400.00	
	May-24	Countertops	Self	\$2,000.00		\$2,000.00	using material from previous project
Sub Total:						\$27,000.00	
Mechanical	Feb-24	Replace Electrical System	\$3,000.00	\$4,000.00	\$75.00	\$7,075.00	
	Jan-24	Add new plumbing, water heater	Self	\$1,500.00	\$150.00	\$1,500.00	
	Mar-24	New HVAC system installed, ductwork	\$1,500.00	\$8,500.00	\$75.00	\$10,075.00	
Sub Total:						\$18,650.00	
Contingency		10% of total				\$9,500.00	
Total Budget						\$104,825.00	



August 1, 2014

To whom it may concern:

I would to confirm that [REDACTED] has an active savings account with an available balance of [REDACTED] here at Fifth Third Bank. If you have any further questions, please feel free to give me a call anytime.

Thank you!

[REDACTED]

Fifth Third Bank

Retail Trusted Advisor

[REDACTED] Louisville Kentucky

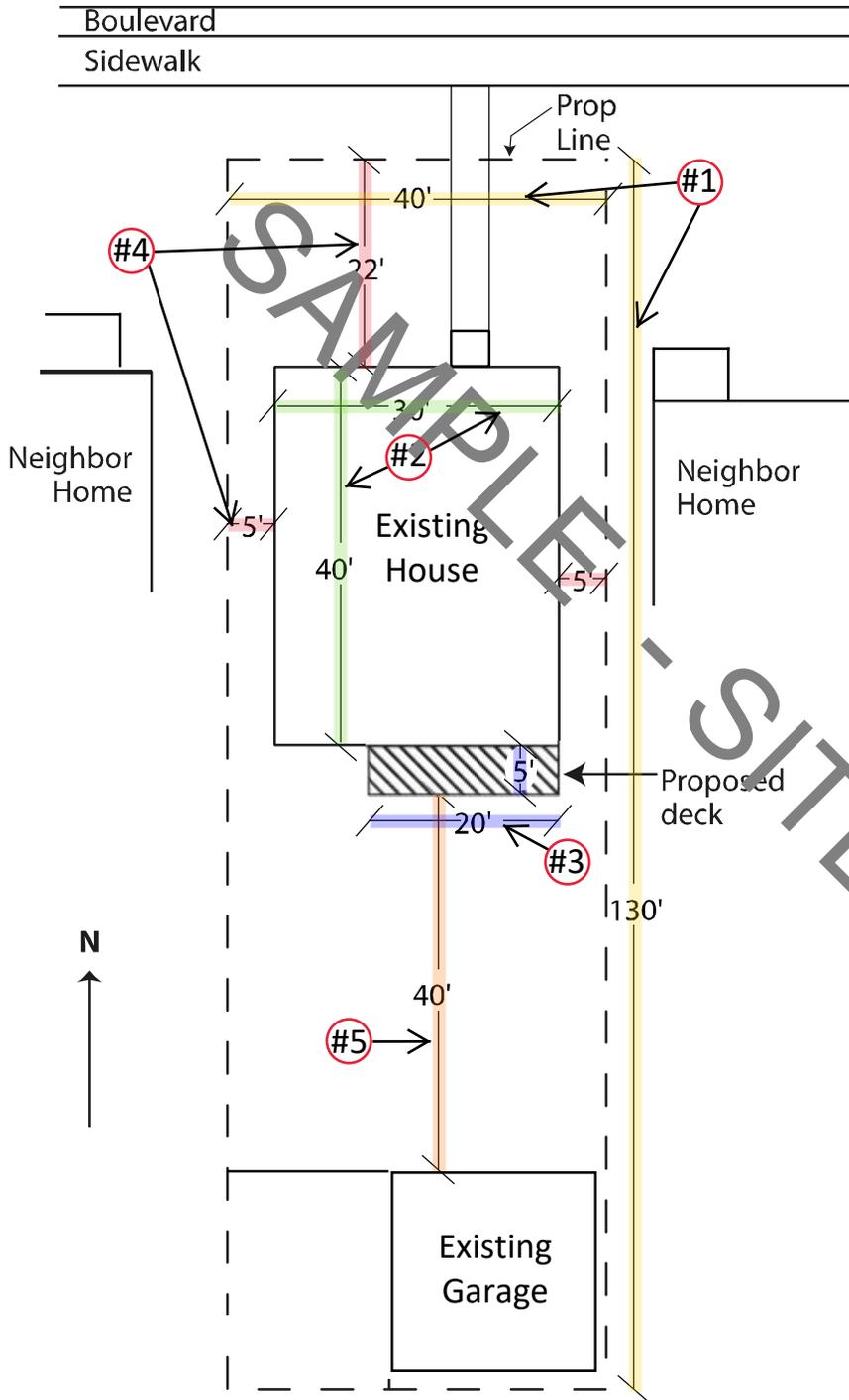
[REDACTED]

SAMPLE - PROOF OF PROJECT FUNDS

Typical Site Plan

(See explanations as numbered)

111 Plain Avenue N.



1. (Yellow) Overall property dimensions
2. (Green) Overall dimensions of existing structures
3. (Blue) Overall dimensions of proposed construction
4. (Red) Dimensions from proposed construction to PROPERTY LINES
5. (Orange) Dimensions to any other structures on the property

<https://www.lojic.org/lojic-online>

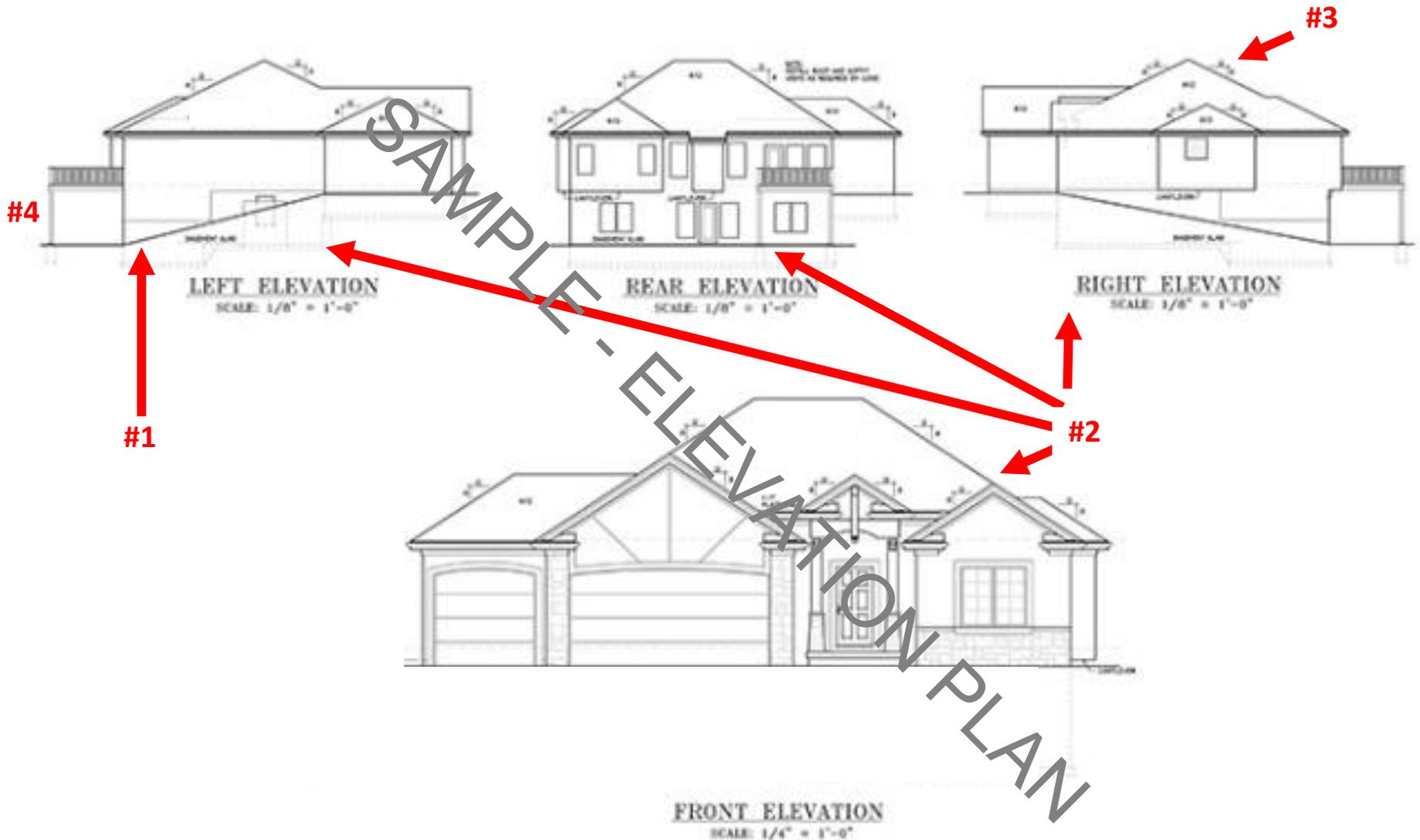
LOJIC GIS can be used to help develop a site plan with the required information. Visit the above site and search for your address, then click on the tools section to print and access measuring tools.

Alley

SCALE 1" = 20'

Typical Elevations

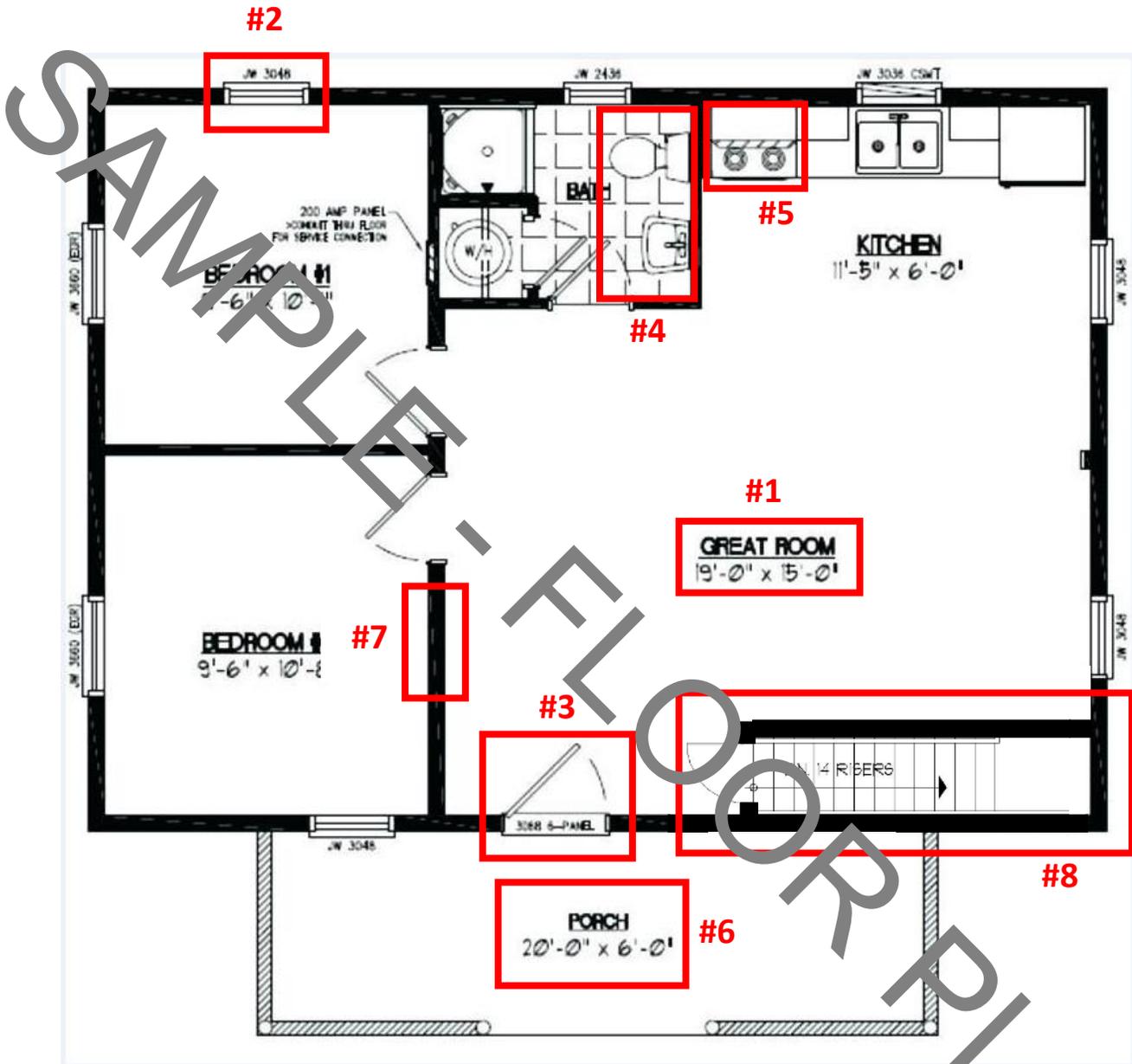
(See explanations as numbered below)



1. Elevations should accurately represent the finished grade relative to the building.
2. Show building from all sides.
3. Show roof pitch
4. Include dimensions to top of decking, openings, overall height, height of walls, etc

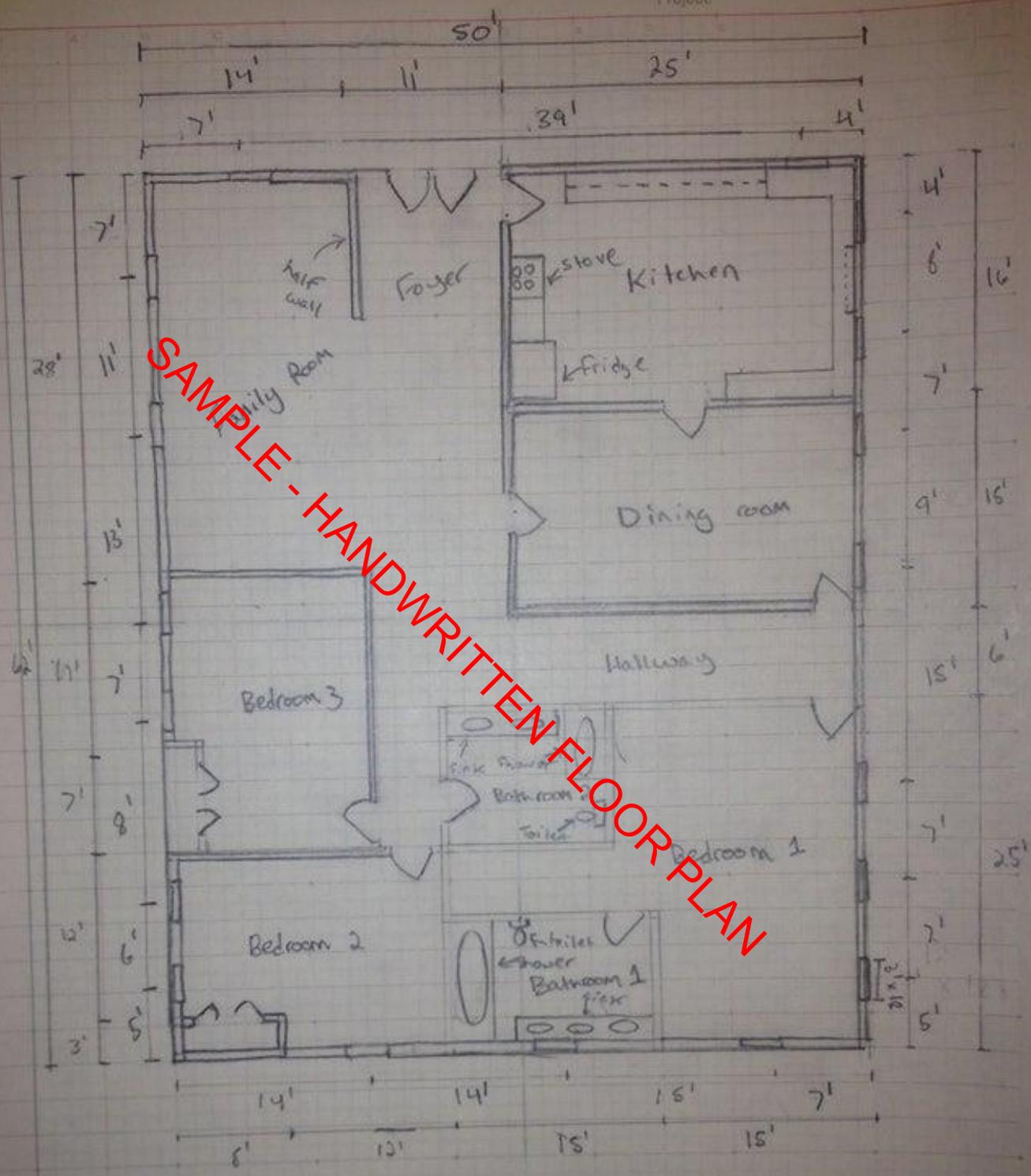
Typical Floor Plan

(See explanations as numbered below)



1. Show all rooms use and dimensions. (ex. Great Room 19'0"X 15'0")
2. Show window sizes for all windows. (ex. 6'0" high X 4'8" wide)
3. Show door sizes for all doors. (ex. 7'0" X 2'8")
4. Show location of all plumbing fixtures. (sinks, water closets, bidets, water heater, bathtubs, showers)
5. Show locations of all electrical and gas operated appliances. (furnace, HVAC unit, gas fire place/logs, heat pump)
6. Show location and dimension of all porches and decks.
7. Accurately represent wall thickness.
8. Show locations of stairs include number of risers.

Name:
Date: / /
Project:



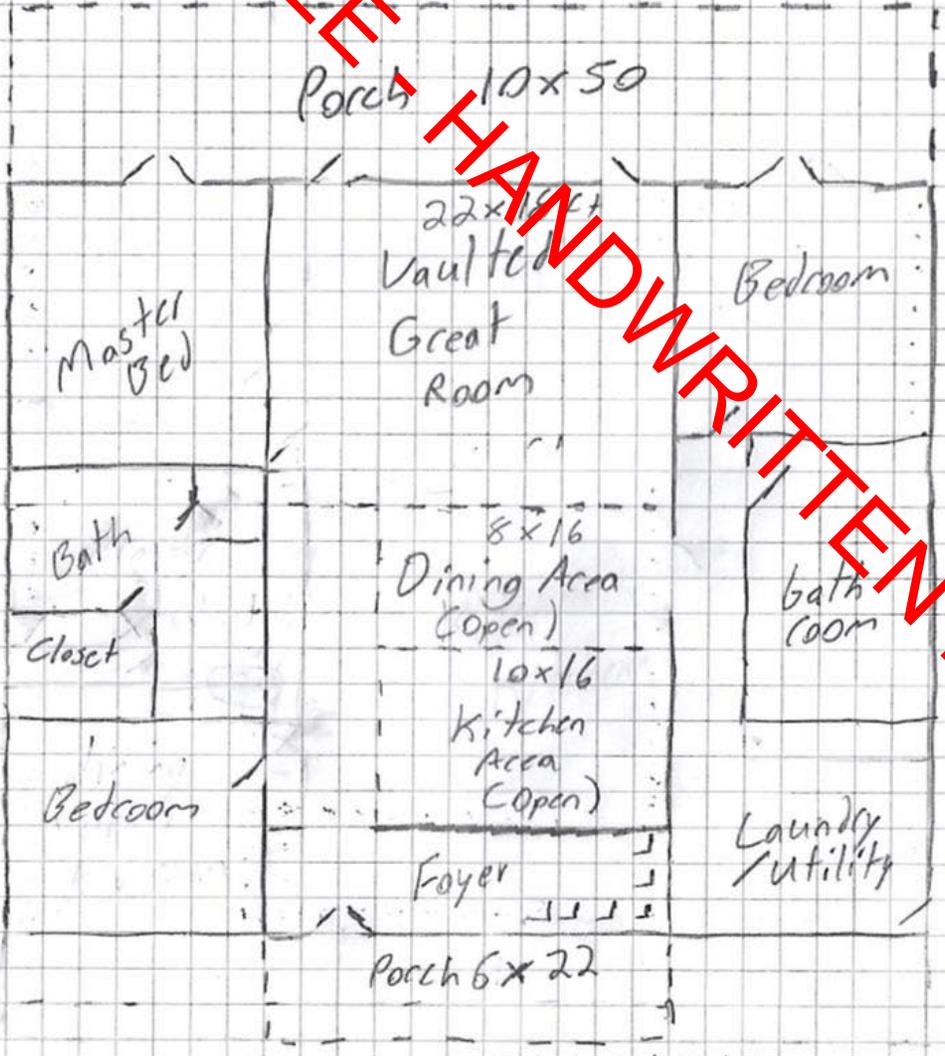
SAMPLE - HANDWRITTEN FLOOR PLAN

GEEK-PRO.COM

House 1 - Architect

Scale: 1" = 10'

SAMPLE HANDWRITTEN FLOOR PLAN



1st Floor 1 draft
 $50 \times 42 = 2090 \text{ sq ft}$
 $1 \text{ sq} = 2 \text{ ft}$

Total sq ft
 $= 2514 \text{ sq ft}$

