

## **Policies/Procedures for Hamilton County's Neighborhood Stabilization Program: Demolition Fund**

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Hamilton County Community Development • 138 E. Court Street Room 1002 • Cincinnati, OH 45202 • (513) 946-8230

Twenty-four (24) Hamilton County communities are eligible to participate in and receive funds for the purposes of demolition through the Neighborhood Stabilization Program demolition fund. A total of \$400,000 has been allocated to this program and is available in the form of grants to the communities listed on the next page. Those communities interested in receiving funds must follow the policies and procedures outlined below:

### Policies

- 1) The maximum amount that a community can receive for demolition projects is \$25,000 and these funds are available on a first-come first-served basis;
- 2) The \$25,000 may be used on multiple demolition projects (assuming funds are still available);
- 3) The funds must be used for the demolition of blighted and vacant commercial or residential structures only (see next page for definition of blighted and vacant);
- 4) The blighted and vacant structures must be located within a block group where greater than 50% of residents have incomes at or below 120% of the area median income;
- 5) The property containing the structure must either be owned by the community or a right-of-entry must be obtained from the current owner.

### Procedure

When an eligible community requests demolition funding, the Hamilton County Community Development Department (HCCD) will first determine if funds are available and whether an Environmental Review can be done in an expeditious manner. If these two conditions and the above criteria are met, the community must then submit the Neighborhood Stabilization Demolition Program Application along with the following:

- 1) Documentation that either the community owns the property, or that a right-of-entry has been obtained from the owner;
- 2) Documentation/statement that the property is blighted and vacant; and,
- 3) Three (3) bids for the demolition work.

Once the demolition is approved by HCCD (and the Environmental Review has been completed), the office will notify the community representative with approval to proceed. The community is then responsible for contracting with the lowest bidder to undertake the demolition. After the work is complete, the Community must submit a Certification/Request for Payment, for HCCD to either pay the vendor directly, or reimburse the community, if the vendor has already been paid. A photograph of the site after demolition must be submitted along with the Request for Payment. If the community was not the owner of the property at the time demolition took place, a lien must be filed with the Hamilton County Recorder's office for the amount of the demolition.

## Eligible Communities

Addyston	City of Harrison
Anderson Township	Harrison Township
Arlington Heights	Loveland
Blue Ash	Miami Township
Columbia Township	Montgomery
Crosby Township	North Bend
Deer Park	Reading
Delhi Township	Sharonville
Fairfax	Springdale
Glendale	Sycamore Township
Greenhills	Whitewater Township
Green Township	Wyoming

## Definitions

**Blighted** – A structure is blighted when it exhibits objectively determinable signs of deterioration sufficient to constitute a threat to human health, safety and public welfare.

**Vacant** – The structure must be vacant for a minimum of 90 days.

# Neighborhood Stabilization Program: Demolition Fund Application

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**Instructions:** Complete the following information regarding your request. Include three (3) bids for the demolition work along with the completed application. The application can be submitted via U.S. mail to the address above, faxed to (513) 946-8240 or e-mailed to [katie.rademacher@hamilton-co.org](mailto:katie.rademacher@hamilton-co.org).

1. Community Name: \_\_\_\_\_

2. Applicant's Name/Phone/Email: \_\_\_\_\_

3. Targeted Block Group #: \_\_\_\_\_

4. Address of Property Proposed for Demolition: \_\_\_\_\_

5. Amount Requested (lowest bid):\$ \_\_\_\_\_

6. Reason for Demolition (describe blighted/vacant conditions).

**Supporting documentation attached?** \_\_\_\_Yes \_\_\_\_No

**Photograph of blighted structure attached?** \_\_\_\_Yes \_\_\_\_No

7. Does community own the property? \_\_\_\_Yes \_\_\_\_No

If not, does community have right-of-entry? \_\_\_\_Yes \_\_\_\_No

**Supporting documentation attached?** \_\_\_\_Yes \_\_\_\_No

8. Has the property been vacant for at least 90 days? \_\_\_\_Yes \_\_\_\_No

**Supporting documentation attached?** \_\_\_\_Yes \_\_\_\_No

9. If application is approved, which of the following methods will be used to pay the demolition contractor?

\_\_\_\_\_ Contractor invoice will be forwarded to Hamilton County Community Development for payment.

\_\_\_\_\_ Community will pay contractor and request reimbursement from Hamilton County Community Development.

10. Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

11. Approval by County Official: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** If the community is not the owner of the property, a lien must be filed with the Hamilton County Recorder's office for the amount of the demolition.