



CITY OF PARKERSBURG, WEST VIRGINIA REAL ESTATE ASSISTED DEMOLITION PROGRAM

INTRODUCTION

The goal of the Real Estate Assisted Demolition (RAD) Program is to assist in removing blighted structures in the City of Parkersburg while not eliminating viable housing stock. The RAD seeks to improve the appearance, property value, and safety of residential neighborhoods within the City. This program will provide funds to assist eligible property owners with the cost(s) associated with property abatement to include, but not limited to, asbestos testing, title research, appraisal services, land clearing, structure demolition, and debris removal.

The program will provide deferred and forgivable loans for eligible expenses of qualified structures, as funding allows. Applications are processed in the order in which they are received.

PROJECT ELIGIBILITY

To qualify for, and participate in the Real Estate Assisted Demolition Program:

- A residential or commercial structures within the corporate limits of City of Parkersburg.
 - The structure(s) must be substandard or deteriorated. The structure(s) must be functionally obsolete or economically infeasible to repair.
- Structure(s) must have been abandoned or vacant for at least a year unless posing an eminent public danger before they can be demolished under this program.
- Must be voluntary and have the owner(s) written consent. Assistance will not be provided for involuntary demolitions/condemnations, or relocation assistance.
- Applicant must have proof of ownership.
 - Note, a title opinion will be conducted by the Development department to determine ownership, whole or in part by the applicant.
 - If liens exist on the property, written consent to demolish the structure MUST be obtained prior to Development Department approval.
- All projects are subject to National Environmental Protection Act (NEPA), including State Historic Preservation Office review.
- All applications must include a long-term use plan describing how the parcel(s) will be used in the 2 years following demolition.
- Development Department has final approval of all applications received under this program.

INFEASIBLE TO REHABILITATE

All structures shall be reviewed and determined by the Code Enforcement Division not feasible to rehabilitate. To meet this criterion, the costs to rehabilitate the structure(s) must exceed \$25,000. Generally, the Code Enforcement Division will have identified these structures at the time of application submission, for each structure in a demolition-only project. A memo from the Code Enforcement Division or Engineering Division will determine infeasibility for rehabilitation.

PROCEDURE

The following outlines the roles and responsibilities of the applicant and the city in the application processing, procurement, and construction management stages of the project.

APPLICATION AND FUNDING PROCESS

- Application – Applications may be completed after referral from the Building Enforcement Agency or on the owner's accord. Applications will be processed once all required documentation is collected.
- Project Review – The Development Department staff will use the application and related documents to determine eligibility of the project. This includes, but not limited to; granting right of entry, inspections of the property, scoring by Code Enforcement Division and/or Engineering Department, asbestos inspection, environmental review, verifying ownership, title search, and creating work order specifications. Photographic evidence of blighted conditions will be required.
- Applications received that have clean title may be prioritized. If liens are present on the property, Development Department staff may work with the applicant to obtain written consent to proceed with the demolition and/or release of liens from any lienholders.
- Authorization Period – The city will solicit estimates/bids from qualified contractors. A contract will be drawn by the city and executed by the city, and the demolition contractor.
- All contents and debris will be discarded and removed from the property; the applicant will be responsible for removing any objects of value prior to project authorization.
- A Deed of Trust and Promissory Note will be executed between the city and applicant(s) prior to contract award. At this point the applicant will be responsible to adhere to the terms of the deed of trust through the term of the program, generally 2 years.
- Demolition – Once all documentation and agreements are collected, the city will issue a notice to proceed to the contractor.

DURING DEMOLITION

The City of Parkersburg shall have a qualified engineer, architect, or similar professional, independent of the construction contractor and approved by West Virginia Department of Environmental Protections (WVDEP), perform inspections during the critical phases of the project to verify that construction is proceeding in accordance with the project design and in

compliance with all applicable federal and state building codes and regulations. The City of Parkersburg shall satisfy all these provisions on behalf of the applicant.

Waste Disposal Requirements

The City of Parkersburg must comply with all State and Federal waste disposal laws, when conducting demolition activities. When residential and/or commercial structures are approved for demolition, the city must ensure that the demolition wastes are properly disposed of at a permitted/licensed sanitary or demolition landfill. Specifically, the applicable DEP and EPA disposal requirements in the demolition bid and contract. This program does *not* cover removal of inoperable vehicles.

Davis-Bacon wage laws are **not** applicable to a project's demolition activities if:

- The demolition work is not directly related to a subsequent construction project.
- Less than eight units will subsequently be constructed on the cleared site.

AFTER DEMOLITION

The Program is provided as a one-time only assistance on a property. If approved, a deferred, and forgivable lien will be placed on the property in the amount of the project funding. This lien will be forgiven after two years, provided that the property is not sold or transferred and remains free of further code violations for that time. If building permit(s) are requested to redevelop the property, and if redevelopment occurs and receives a certificate of Occupancy (CofO) is granted, the property owner may request a release of the lien prior to the two-year expiration date. Upon completion of construction projects, Parkersburg will furnish the WVDEP with the Engineer's Certificate of Completion.

OTHER TERMS AND CONDITIONS

The City of Parkersburg shall comply with the following programmatic requirements:

- Minority and Women Owned Businesses – The City shall attempt to solicit participation of contractors with disabilities, and female or minority owned business in accordance with Executive Orders 11625, 12138, and 12432, and OMB 2 CFR 200.
- Historic Preservation Requirements – All properties are subject to review by the State Historic Preservation Office, as well as any other relevant historic preservation organization.
- Debarred or Suspended Contractors – Parkersburg may not use contractors that are on the List of Parties Excluded from Federal Procurement and Non-Procurement Programs. Contractors that are on that list cannot be awarded contracts funded with federal dollars. The Consortium will check the federal website, Excluded Parties List System at <https://www.sam.gov> to review the current list and ensure that contracts are not awarded to debarred or suspended contractors. Parkersburg shall give preference to the purchase of recycled products pursuant to guidelines outlined by the Environmental Protection Agency and listed in 40 CFR 247.



REAL ESTATE ASSISTED DEMOLITION APPLICATION

Please complete this application and sign the last page. Please note, completion of this application does not guarantee services to your home. Assistance is based on first-come first-serve and is under the discretion of the Department of Development.

Application Date: _____

Property Owner: _____ Phone #: _____

Co-Owner: _____ Alternate Phone #: _____

Property Address: _____

Are there multiple structures on the property? Yes No

If yes, are all structures to be demolished? Yes No

If no, applicants must **clearly define** which structures are to be removed and which are to remain. It is important to be clear and thorough of the entire parcel of land. (This may include; detached garages, storage buildings/sheds, sidewalks, trees/landscaping, fencing, retaining walls etc.) Photos of anything to remain **must be included** in the application.

Describe deficiencies to the structure(s).

Estimated Sq Ft of primary structure: _____

Is the structure:

Wholly Owned by the Applicant? Yes No

If No, have all owners consented to voluntary demolition? Yes No

Is the structure currently identified on the Vacant Property Registry? Yes No

Has the structure been identified by the Building Enforcement Agency? Yes No

Is the structure known to have asbestos or lead materials? Yes No Unknown

Is the structure infested with vermin? Yes No Unknown

Has Code Enforcement “placarded” the property? Yes No

A placard structure means that the structure or equipment in it is found by a city code official to be unsafe; or the structure is found to be unfit for human occupancy; or that a structure is found to be unlawful.

Long-term Use Plan

How do you plan to use the property following demolition (new construction, vacant lot, side yard extension, sell or donate to the Urban Renewal Authority or another entity)? Attach additional pages as necessary. Please note, any demolition lien issued on the property will be forgiven after two-years, provided that the property is not sold or transferred and remains free of further code violations. If a building permit to redevelop the property is obtained by the current applicant, the applicant can request a release of the lien prior to the two-year expiration date.

The following information is necessary for Federal Reporting and to ensure that the program guidelines are being met:

1. Do you live in a Female-Headed Household? Yes No
2. Has the applicant been deemed disabled? Yes No
3. Is the applicant over the age of 65? Yes No
4. Please check one ethnic background: Hispanic Not Hispanic
5. Please check the most appropriate race group:
 - White
 - Black/African American
 - Native Hawaiian/Other Pacific Islander
 - American Indian/Alaskan Native & White
 - Black/African American & White
 - American Indian/Alaskan Native & Black/African American
 - Asian
 - American Indian/Alaskan Native
 - Asian & White
 - Other Multi-Racial

CERTIFICATION:

I hereby certify that the above information is complete and true to the best of my knowledge, and I give the City of Parkersburg permission to verify the contents of this application and to facilitate the repairs of my home.

Applicant Signature Date

Co-Applicant Signature Date