

Home Improvement/Remodeling

Prior written approval from the Land Trust is necessary for any improvement that will increase or expand the exterior dimensions (including height) or square footage of your home; change the use of your home (e.g., converting a single-family to a two-family structure); add a separate exterior door to your home; and/or add a new structure upon the leased land. When seeking the consent of the Land Trust, the Home Improvement/Remodeling Request form must be submitted, along with the supporting documentation indicated on the Request form.

As outlined in Section 7.3 of the Land Lease, any construction on the Leased Land is subject to the following conditions:

- all costs shall be borne and paid for by Homeowner
- all construction shall be performed in a workmanlike manner and shall comply with all applicable laws, ordinances and regulations, including, without limitation, zoning laws
- all construction shall be consistent with the permitted uses set forth in Article 4 and the Restrictions set forth in Exhibit E of the Land Lease
- Homeowner must furnish to the Land Trust, for its prior written approval, a copy of any plans and all building permits (if required) prior to commencing the construction of the improvement

Section 7.5 of the Land Lease states that no lien for services, labor or materials resulting from the construction can attach to the title of the Land Trust, to the Leased Land, or to any other property owned by the Land Trust. You can find the necessary language that must be included in any contract for improvement/remodeling project and the separate notice that must be posted on the leased land for the entirety of the construction period on the COCLT Welcome Home Portal.

The process is as follows:

- Submission of the Home Improvement/Remodeling Request form and all initial supporting documentation to the Land Trust.
- The Land Trust will review the request, and you will be notified within two weeks of receipt of your request if additional information is required. The Land Trust will provide either written consent or a statement of reasons for not consenting within two weeks of receiving all necessary information.
- If approval is given, final supporting documentation must be submitted to the Land Trust prior to construction commencing.
- Construction may then begin and must be completed within one year of notification of approval. On a case-by-case basis, the Land Trust may extend this timeline. You must notify the Land Trust for approval for any changes to the timeline or scope of the work.
- Notify the Land Trust of the completion of the construction and provide after completion pictures.

Home Improvement/Remodeling Request

Date _____

Name _____

Address _____

Phone _____

Email _____

Short description of
proposed improvement _____

Estimated Start Date _____

Estimated Completion Date _____

Building Permits are required by law for many home improvements. Permits are applied for and obtained from the appropriate City department. It is your responsibility to determine if a permit is required and apply.

Date permit applied for _____

Date permit received/permit # _____

Attach initial items needed to begin reviewing the request for approval.	Attach final items after approval and prior to construction.
<ul style="list-style-type: none"> a written statement of the reasons for undertaking improvement a detailed set of drawings (floor plan & elevations) showing dimensions of the improvement a list of the necessary materials, include quantities a statement of who will do the work 	<ul style="list-style-type: none"> a copy of all approved building permits (if required) a fully executed copy of the construction contract evidencing incorporation of the lien language

Homeowner signature _____

Date _____

Homeowner signature _____

Date _____

COCLT use only – signatures required for approval

Hope Paxson _____

Date _____

Tonya Miller-Swift _____

Date _____

THE CENTRAL OHIO COMMUNITY LAND TRUST (COCLT) IS A SUBSIDIARY OF

THE CENTRAL OHIO COMMUNITY IMPROVEMENT CORPORATION (COCIC)–THE FRANKLIN COUNTY LAND BANK

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