



## **Adjacent Lot Program Guidelines**

Individual parcels of property acquired by the RDA may be transferred to adjacent property owners in accordance with the following policies:

- 1- Parcels of property eligible for inclusion in the Adjacent Lot program shall meet the following minimum criteria:
  - a. The property shall be physically contiguous to adjacent owner-occupied residential property, with not less than a 75% common boundary line
  - b. The property shall consist of no more than one lot capable of development
  - c. No more than one lot may be transferred per contiguous lot
- 2- All transferees must own and personally occupy the contiguous property for a minimum of one year prior to requesting the adjoining contiguous lot
- 3- The transferee must not own any real property (including both the contiguous lot and all other property in East Baton Rouge parish) that is subject to an un-remediated citation of violation of the state and local codes and ordinances
- 4- The transferee must not own any real property (including both the contiguous lot and all other property in East Baton Rouge Parish) that is tax delinquent

Upon obtaining title to residential properties, the RDA shall:

1. Evaluate the need of the parcel for the Major Projects Program
2. Determine the homestead exemption status of adjoining eligible parcels
3. Send a registered letter to the named owner(s) and address(es) on the tax rolls informing the owner(s):
  - a. That the adjoining property is available for acquisition; and
  - b. Of the process through which the property can be acquired

The prospective transferee(s) must submit the following information/documentation to the RDA:

- a- If the property is to be acquired thru sale, then twenty (20%) non-refundable deposit within sixty (60) days from the date of the letter apprising the adjacent owner(s) of the availability of the parcel and proof of owner occupied status
- b- Use of Property description, including construction plans (if applicable) – property use must be consistent with current zoning requirements
- c- Government issued picture identification with the contiguous property as the address

- d- Proof of social Security Number
- e- Evidence of ownership of contiguous property
- f- Evidence of financing commitment for uses involving construction

Upon acceptance by the RDA of the submission, the transferee shall have thirty (30) days to submit all supporting documentation and to close on the acquisition. If the adjacent owner fails to comply, the lots will be placed into RDA inventory.

The Board of Commissioners of the RDA must approve all transfers in the Adjacent Lot Program. All timelines are subject to reasonable expectation for each project. The Board of Commissioners must approve all transfers that require any exceptions to the priorities, policies, and procedures adopted by the Board of Commissioners.