

# VACANT STRUCTURE REGISTRATION FORM

ALL FIELDS ARE REQUIRED TO BE FILLED OUT FOR THE REGISTRATION TO BE CONSIDERED COMPLETE

<b>PROPERTY INFORMATION:</b>			
Address of Vacant Property: _____			
Parcel Tax Identification Number: _____			
Property Type:	RESIDENTIAL	<input type="checkbox"/> Single Family	<input type="checkbox"/> Multiple Family (# of Units _____)
	COMMERCIAL	<input type="checkbox"/> Commercial or Industrial	
Use:	<input type="checkbox"/> Empty	<input type="checkbox"/> Storage	<input type="checkbox"/> Storage with flammable substances
Utilities:	Water: <input type="checkbox"/> ON <input type="checkbox"/> OFF	Gas: <input type="checkbox"/> ON <input type="checkbox"/> OFF	Electricity: <input type="checkbox"/> ON <input type="checkbox"/> OFF
Structure Condition:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair <input type="checkbox"/> Poor
Explain: _____			
_____			

<b>PROPERTY OWNER:</b>		
Name(s): _____		
Address: _____		
Phone: _____	Cell Phone: _____	e-mail: _____

<b>PROPERTY MAINTENANCE CONTACT:</b>		
Name(s): _____		
Address: _____		
Phone: _____	Cell Phone: _____	e-mail: _____

<b><u>LOCAL</u> EMERGENCY CONTACT:</b>		
Name(s): _____		
Address: _____		
Phone: _____	Cell Phone: _____	e-mail: _____

I, \_\_\_\_\_, acknowledge I have been provided a copy of and read Chapter 95, Nuisance as it relates to vacant structures. I also understand I have the right to appeal to the City Council any proposed action under Chapter 95.06 the City feels necessary to ensure this vacant structure complies with Chapter 95.

**REGISTRATION DUE BY 9/30/21 TO AVOID REGISTRATION AND LATE FEES**

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER OR RESPONSIBLE PARTY

\_\_\_\_\_  
DATE

**OFFICE USE ONLY:**

RECEIVED      RESIDENTIAL \_\_\_\_\_ (date)      COMMERCIAL \_\_\_\_\_ (date)

LATE FEES: \_\_\_\_\_      **TOTAL FEES:**       DATE PAID: \_\_\_\_\_

Receipt #: \_\_\_\_\_      Received by: \_\_\_\_\_

**REGISTRY INTAKE INSPECTION:**

- Consistent with Neighborhood Standard (building upkeep and maintenance)
- Weeds       Tall Grass       Weeds in Sidewalk       Dry brush       Dead Vegetation
- Trash/Junk/Debris       Rodent Harborage       Circulars       Discarded Items
- Illegal outside storage of vehicles/parts       Construction Material Storage
- Unmaintained Landscape       Water Feature not in Working Order       Stagnant Water
- Sidewalks Not Maintained
- Property secured**       Windows       Doors       Gates       Other

**GENERAL COMMERCIAL IN HISTORIC DISTRICT (Additional Items):**

- Cleaned First Floor Windows       Uniform Second Story Windows
- Lit first floor interior       Upper Story Façade Windows Clear of Debris
- Façade Materials in Good Order \_\_\_\_\_

Date of Inspection: \_\_\_\_\_      Performed by: \_\_\_\_\_