

## Vacant Building Registration Form

Name of building owner (s): \_\_\_\_\_

Owners (s) Addresses \_\_\_\_\_

Address of the building: \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

If the owner (s) does not reside in a location in the State of Ohio within 60 miles of the Mechanicsburg Village corporate limits, a property agent, manager or caretaker residing or doing business within the state and within said 60-mile-radius shall be designated and identified by :

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

By designating an authorized agent under the provisions of this section, the owner is consenting to the service of any and all notices required or allowed under this Chapter upon said agent.

Attach a list with all the names and addresses of all known lien holders and all other parties known or believed upon information to have a claim of an ownership interest in the building. A telephone number where a responsible party can be reached at all times during business and non-business hours.

**A vacant building plan and proof of insurance must be submitted with this form.**

The plan at a minimum, must contain one of the following:

1. If the building is to be demolished, a demolition plan indicating the proposed time frame for demolition which includes starting within 30 days of acceptance of the proposed demolition timeline and does not exceed one year in accordance with the Ohio Building Code; or
2. If the building is to remain vacant, a plan for ensuring the building is secured in accordance with all applicable building and fire codes along with the procedure that will be used to maintain the property, and a statement of the reasons why the building will be left vacant (e.g. building for sale, etc.); or
3. 3. If the building is to be returned to appropriate occupancy or use, rehabilitation plans for the building and grounds. The rehabilitation plan shall not exceed 12 months from the time they obtain permits, unless the Zoning Inspector or his duly designated representative grants an extension upon receipt of a written statement for the owner detailing the reasons for the extension. Any repairs, improvements or alterations to the property must comply with any applicable zoning, housing, historic preservation, or building codes, and the property must be secured during the rehabilitation.

**Fees**

The Fees are structured in order to provide appropriate incentives for owners of vacant buildings to care for them properly, seek to fill them and in appropriate case demolish them. The annually increased fee amounts are intended to absorb the costs incurred by the Village for demolition and hazard abatement of or repairs to vacant buildings, as well as the continued normal administrative costs.

1. The owner of a vacant building shall pay a fee of two hundred dollars (\$200) for the first year the building remains vacant. For every consecutive year that the building remains vacant, an annual fee will be assessed at double the previous year’s fee amount for a maximum annual fee equaling the five-year fee of three thousand two hundred dollars (\$3,200) to be used for the fifth and all consecutive, subsequent years of vacancy.
2. The first annual fee shall be paid at the time the building is registered. If the owner successfully restores the building to occupancy or demolishes it in accordance with applicable law during the first year following registration, the fee shall be refunded, less an administrative charge equal to 5% of the amount refunded. In each subsequent year, if the registration is renewed in timely fashion, there have been no violations associated with the property in the previous year, and re inspection reveals no significant housing, building, or fire code violations, one half of the previous year’s registration fee shall be refunded to the owner, less an administrative charge equal to 5% of the amount refunded.
3. The fee shall be paid in full prior to the issuance of any building permits unless the property is granted an exemption.
4. All delinquent fees shall be paid by the owner prior to any transfer of an ownership interest in the vacant building. A lien may be placed on the property to collect delinquent fees.
5. Absent a showing of good cause, if a building is not registered within the time frame required in Section 592.03(a), or the registration is not renewed within 30 days after the expiration of one year from the date of the previous registration, a penalty shall be paid in addition to the annual registration fee. The penalty shall be equal to one-half of the current annual fee or one thousand dollars (\$1,000) whichever less.

**Penalty**

Any person, firm, corporation, or organization who violates any provision of the Vacant Building Registry is guilty of a fourth-degree misdemeanor upon the first offense, a third-degree misdemeanor upon a second offense, and a second-degree misdemeanor upon a third offense. Each day’s violation shall constitute a separate offense.

Owner’s Signature-----Date-----

Zoning Inspector’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Fee Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_ Date \_\_\_\_\_