



## Vacant Building Registration Form

An owner of a structure which meets the definition of a vacant building as explained in Chapter 1341.02 shall register such structure with the Department of Zoning and Compliance within 90 days of it becoming vacant or within 30 days of being notified.

### FOR OFFICE USE

Case Number	Date	Fee Paid

**VACANT PROPERTY ADDRESS:** \_\_\_\_\_

### PROPERTY OWNER INFORMATION

#### Owner #1

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

#### Owner #2

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

#### Owner #3

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

*\*If there are more owners, please attach their information to the back of this application.*

### LOCAL AGENT OR DESIGNEE INFORMATION (if owner does not reside within 60 miles of City of Urbana)

#### Agent, Manager, Caretaker, or Designee

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Check if none

*\*If there are more local agents or designees, please attach their information to the back of this application.*

**LIEN HOLDERS**  
**(or other parties known or believed upon to have a claim of ownership in the building )**

Lien Holder #1

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Lien Holder #2

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Lien Holder #3

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Check if none

*\*If there are more lien holders, please attach their information to the back of this application.*

**VACANT BUILDING PLAN**  
**(please select one and attach to the back of this application )**

**Demolition**

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. *(Note: Demo permit from Champaign County Building Dept. is required.)*

**Vacant & Secure**

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.). *(Note: This does not exempt the structure from any applicable nuisance or zoning codes.)*

**Rehabilitation**

If the building is to be returned to appropriate occupancy or use, rehabilitation plans for the building and grounds are required. The rehabilitation plan shall not exceed 12 months from the time they obtain permits, unless an extension is granted from the Department of Zoning & Compliance. 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 properly secured during the rehabilitation.

**EXEMPTIONS**  
**(if applicable, please select one and attach the required documents to the back of this application)**

Acceptable Exemptions	Documentation Required
<input type="checkbox"/> Building is under active construction	Copies of all active building permits
<input type="checkbox"/> Building was damaged by fire or extreme weather	Written request (See Chapter 1341.06(b))
<input type="checkbox"/> Building is listed for sale with licensed Ohio Realtor	Proof of listing and "for sale" status
<input type="checkbox"/> Other	Written request (See Chapter 1341.06(c))

**FEE SCHEDULE**

The fees described in this section are structured to provide appropriate incentives for owners of vacant buildings to care for them properly, seek to fill them, and in appropriate cases, demolish them. The annually increased fee amounts are intended to absorb the costs for possible demolition, hazard abatement, or repairs to vacant buildings.

Registration (Years 0-1)	\$200
1 <sup>st</sup> Renewal (Years 1-2)	\$400
2 <sup>nd</sup> Renewal (Years 2-3)	\$800
3 <sup>rd</sup> Renewal (Years 3-4)	\$1600
Every Subsequent Renewal	\$3200

*\*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 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.*

**APPLICANT SIGNATURE & AFFIDAVIT**

I certify that I have the authority to file this application, have read the application in its entirety, and that all information and attachments are true and correct to the best of my knowledge. I have read and understand Chapter 1341 of the Codified Ordinances for owning vacant property in the City of Urbana and agree to comply with these requirements. In accordance with this ordinance, I agree to notify any future owner of this vacant building registration.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_