

VACANT PROPERTY/BUILDING REQUEST FOR AN EXEMPTION FORM

The City of Cambridge
Code Enforcement Office
1131 Steubenville Avenue
Cambridge, OH 43725

All vacant properties/buildings must register with the City of Cambridge Code Enforcement Office in accordance with the Vacant Building Registration Ordinance - 37-13 of the Cambridge Codified Ordinance. An exemption can only be granted by the CEO upon receiving a **COMPLETED** exemption form. Requests for an exemption must be received within 10 calendar days of receiving notification to register. Below please identify, for each property, the exemptions that you are requesting. You are required to provide all supporting documentation to support your request for an exemption (e.g., a copy of least if it is not vacant, listing agreement with the State of Ohio licensed real estate broker/firm if it is on the market for sale).

You will be notified within 7 days whether or not your exemption has been granted. If it is not approved, you will be required to register within 30 days of notification. For more information on the Vacant Property/Building Registration Program, please go to the City of Cambridge website at www.cambridgeoh.org or contact the Code Enforcement Office.

- ◇ **The building is under active construction/renovation and has a valid building permit(s).** The applicant understands that, at the time of initial inspection, they will be exempt from registration until the expiration of the longest running, currently active building permit. Documentation required.
- ◇ **The building suffered fire damage or damage caused by extreme weather conditions.** The applicant understands that they will be exempt from the registration requirement for a period of ninety (90) days after the date of the fire or extreme weather event. The applicant further understands that they must provide a written request for the exemption to include: 1) the names and addresses of the owner or owners, 2) contact information for their insurance company, and 3) a statement of intent to repair and reoccupy the building in an expedient manner, or the intent to demolish the building. If the applicant intends to repair or demolish the structure, a plan must be submitted in accordance with Ord. 37-13 of the City of Cambridge Codified Ordinances.
- ◇ **The building is for sale and is listed with a licensed State of Ohio realtor.** The applicant understands that the property identified will be exempted for a period of twelve (12) months from the start of vacancy. Documentation required.
- ◇ **Any owner of a vacant building may request an exemption for other reasons (i.e., actively marketing as a rental) from the provisions of the Ord. 37-13 by filing a written application with the Code Enforcement Office.** The applicant understands that the officer shall consider the following: 1) the applicant's prior record as it pertains to the City Housing Code, Building Code, or Property Maintenance Code violations; 2) the amount of vacant property the applicant currently has within the City; and 3) the length of time that the building for which the exception is sought has been vacant. Documentation required.

VACANT PROPERTY/BUILDING REGISTRATION

The City of Cambridge
Code Enforcement Office
1131 Steubenville Avenue
Cambridge, OH 43725

PROPERTY INFORMATION

ADDRESS OF VACANT PROPERTY: _____

PARCEL'S TAX IDENTIFICATION NUMBER (IF KNOWN): _____

PROPERTY TYPE: ☐ SINGLE FAMILY ☐ MULTIPLE FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL

UTILITIES: WATER ☐ ON ☐ OFF GAS ☐ ON ☐ OFF ELECTRICITY ☐ ON ☐ OFF WINTERIZED ☐ YES ☐ NO

PROPERTY OWNER

NAME: _____

CONTACT NAME (IF BUSINESS): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

PROPERTY MANAGER/EMERGENCY CONTACT

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

E-MAIL ADDRESS: _____

BUSINESS PHONE: _____ 24-HOUR PHONE: _____

FIRST YEAR BUILDING REMAINS VACANT: RESIDENTIAL \$200.00 PER PROPERTY, COMMERCIAL: \$400.00 PER PROPERTY

Make checks payable to "The City of Cambridge"

Please fill out the information requested above, sign and deliver or mail this form with payment to:

The City of Cambridge
City Administration Building
1131 Steubenville Avenue
Cambridge, OH 43725

SIGNATURE

DATE

PRINT NAME

VACANT PROPERTY EXEMPTION FORM

The City of Cambridge
Code Enforcement Office
1131 Steubenville Avenue
Cambridge, OH 43725

SECTION I: ADDRESS(ES) OF VACANT PROPERTY /BUILDING EXEMPTION IS BEING REQUESTED

- (1) _____
(2) _____
(3) _____
(4) _____
(5) _____

SECTION II: PROPERTY OWNER/ RESPONSIBLE PARTY INFORMATION (REQUIRED) (NO P.O. BOXES ARE PERMITTED; MUST PROVIDE A BUILDING ADDRESS.)

NAME: _____
CONTACT NAME (IF BUSINESS): _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE NUMBER: _____ EMAIL: _____ FAX: _____

PROPERTY MANAGER/EMERGENCY CONTACT

COMPANY NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
CONTACT PERSON: _____
E-MAIL ADDRESS: _____
BUSINESS PHONE: _____ FAX: _____

ADDITIONAL INFORMATION AS REQUESTED (ATTACH IF NECESSARY):

- | | | |
|---|------------------------------|-----------------------------|
| (1) Copy of listing agreement with licensed real estate company | Yes ☐ | No ☐ |
| (2) Copy of valid building permit issued by the City of Cambridge | Yes ☐ | No ☐ |
| (3) List of other properties owned in the City of Cambridge | Yes ☐ | No ☐ |
| (4) Information on length of time the building has been vacant | Yes ☐ | No ☐ |
| (5) Information regarding property maintenance violations | Yes ☐ | No ☐ |

I, _____, hereby acknowledge that the information provided above is complete and accurate. I have read and understand Ordinance 37-13 for owning a vacant property in the City of Cambridge and agree to comply with requirements. In accordance with this Ordinance, I agree to notify any future owner of the this vacant building registration.

APPLICANT'S SIGNATURE: _____ / DATE: _____