



VACANT BUILDING REGISTRATION

All vacant buildings must register with the City of Marysville Engineering Department in accordance with the Vacant Building Registration Ordinance – Chapter 1320 of the Marysville Codified Ordinances. Please complete this form for each vacant building. Temporary exemptions for disaster-affected properties, structures actively under construction, properties listed with a licensed realtor in the State of Ohio, or a vacant building that is being marketed for rent may be approved upon written request.

☐ New Registration

☐ Renewal Registration

Section I: Property Information			
Property Address for Registration:			
Check One:	Single-Family		
	Multi-Family		
	Apartment Building		
	Commercial		
	Multi-Unit Commercial		
Section I: Property Information			
Property Address for Registration:			
Check One:	Single-Family		
	Multi-Family		
	Apartment Building		
	Commercial		
	Multi-Unit Commercial		



*If individual owner or designated agent, please complete the following:

Section II: Property Owner Information	
Property Owner's Name	
Owner's Address:	
City, State, Zip:	
Owner Telephone Number:	
Owner E-mail Address:	
Designated Agent or Contact Person:	
Address:	
City, State, Zip	
Telephone Number:	
Email Address:	

*If Partnership, Corporation, Trust or Other, please complete the following:

Section II: Property Owner Information	
Tax ID Number of Partnership or Corporation:	
Name of Partnership or Corporation:	
Contact Person and Title	
Telephone Number:	
E-mail Address:	
Address:	
City, State, Zip	



Section III: Property Preservation Company Information (if owner resides outside local area)

Name	
Contact Person:	
Address:	
City, State, Zip:	
Telephone Number:	
E-mail Address:	

Section VI: Vacant Building Plan

Check One:	Secure Vacancy	
	Rehabilitation	
	Re-occupancy	
	Sale	
	Demolition	

Please provide vacant building plan details below



Section VI: Fees

The vacant building registration invoice included with this form pertains to the current year of vacancy, as provided below:

Years of Vacancy	Residential	Commercial	Industrial
1 st Year	\$600	\$800	\$0.05 per square foot
2 nd Year	\$900	\$1100	\$0.075 per square foot
3 rd Year	\$1200	\$1400	\$0.09 per square foot
4 th and all consecutive subsequent years of vacancy	\$1500	\$1700	\$0.15 per square foot

Section V: Inspections

A required exterior property inspection will be conducted by a City Code Enforcement Officer within ten (10) business days from the receipt of registration. A status report will be provided that will include the exterior condition of the property and premises, along with any observed violations (*City Ordinances 1320.04*)

I, _____, hereby request to register the vacant building listed above and acknowledge that the information above is complete and accurate. I have read and understand Chapter 1320 of the City of Marysville Codified Ordinances and agree to comply with these requirements. In accordance with this Chapter, I agree to notify any future owner of this vacant building registration.

Registrant's Signature

Date



FOR OFFICE USE ONLY

Section VI: Vacant Building Plan Approval

Approved	
Denied	
Reason for denial	

City Staff _____ / Job Title _____

Signature _____ / Date _____