

CITY OF WICKLIFFE, OHIO

VACANT PROPERTY/BUILDING REGISTRATION FORM

All vacant properties/buildings must register with the City of Wickliffe Building department in accordance with the Vacant Buildings Registration Ordinance Section 1175 of the City of Wickliffe Codified Ordinances. Please complete this form for each vacant property address. Temporary exemptions for disaster-affected properties, structures actively under construction, properties listed with a licensed realtor in the State of Ohio, or a vacant property that is being marketed for rent may be approved upon written request.

Section I. Address/es of Vacant Property/Building (Required)

Street Address/es: _____

Section II. Property Owner Information (Required) (No P.O.Boxes permitted; must provide a building address)

If Individual Owner or Designated Agent, please complete the following:

Property Owners Name: _____

Owner's Address: _____

City/State/Zip _____ Telephone No. _____

Designated Agent or Contact: _____ Telephone No. _____

Address/City/State/Zip: _____

Email Address: _____ Fax No. _____

If Partnership, Corporation, Trust or Other, please complete the following: Please use the supplemental form to list each additional partner, officer, or trustee)

Tax ID Number of Partnership or Corp. _____

Name of Partnership or Corporation: _____

Contact Person: _____ Title: _____

Designated Agent or Contact Person: _____

Address/City/State/Zip: _____

Telephone No. _____ Fax No. _____ Email: _____

Address/es of Vacant Property/Building Exemption is being Requested:

1. _____
2. _____
3. _____
4. _____
5. _____

Property Owner Information (Required) P.O.Boxes are prohibited, must supply bldg.. address

If individual Owner or Designated Agent, please complete the following:

Property Owners Name: _____

Owner's Address: _____ City _____

State: _____ Zip: _____ Phone No. _____

Designated Agent or Contact Person: _____

Address: _____ City _____

State: _____ Zip: _____ Phone No. _____

Additional Information as Requested: (attach if necessary)

I hereby acknowledge that the information provided above is complete and accurate. I have read and understand Ordinance No. 2012-37 for owning a vacant property in the City of Wickliffe and agree to comply with these requirements. In accordance with the Ordinance I agree to notify any future owner of this vacant building registration.

Applicants Signature: _____ Date: _____

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Subscribed and duly sworn before me according to the law by the above-named applicant this _____ day of _____, 20____, in the City of _____ State of _____

Notary Public

Section III: Vacant Building Plan (Required)

I hereby submit a plan (Please Circle): Demolition I Secure Vacancy I Rehabilitation:

Section IV: Proof of Insurance (Required)

If submitting a plan of demolition, please also provide proof of holding in escrow with the City of Wickliffe, the amount of \$10,000, for a residential property or \$75,000 for a commercial property. Escrow funds will be released upon completion of the submitted plan. Use additional paper to outline further details pertaining to your plan.

Escrow for Demolition: Yes No

Section V: Fees (Required)

Please make sure checks payable to City of Wickliffe: The vacant property registration payment included with this form pertains to the current year of vacancy and is (Please circle):

Residential: \$200- 1st yr \$400 2nd yr. \$800 3rd yr \$1600 4th yr \$3200 5th yr

(see Separate sheet for 6 year fee through 15 years fee max) attached

Commercial: \$400 1st yr. \$800 2nd yr. \$1600 3rd yr \$3200 4th yr, \$6400 5th yr

(see Separate sheet for 6 year fee through 15 year fee max) attached

I, hereby request to register the vacant property/building listed above and acknowledge that the information above is complete and accurate. I have read and understand Ordinance No. 2012-37 for owning a vacant property in the City o Wickliffe 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's Signature: Date:_____

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Subscribed and duly sworn before me according to the law, by the above named applicant this day_____in the City of_____

Notary Signature:_____

Year	Residential Vacant Building Fee	Commercial Vacant Building Fee
1	\$200.00	\$400.00
2	\$400.00	\$800.00
3	\$800.00	\$1,600.00
4	\$1,600.00	\$3,200.00
5	\$3,200.00	\$6,400.00
6	\$6,400.00	\$12,800.00
7	\$12,800.00	\$25,600.00
8	\$25,600.00	\$51,200.00
9	\$51,200.00	\$102,400.00
10	\$102,400.00	\$204,800.00
11	\$204,800.00	\$409,600.00
12	\$409,600.00	\$819,200.00
13	\$819,200.00	\$1,638,400.00
14	\$1,638,400.00	\$3,276,800.00
15	\$3,276,800.00	\$6,553,600.00