

City of Romulus
Department of Building & Safety
12600 Wayne Road
Romulus MI 48174
734-942-7550
building@romulusgov.com

VACANT AND ABANDONED STRUCTURE REGISTRATION

Date: _____

Address of Vacant Property: _____ Parcel ID #: _____

☐ Single Family Dwelling ☐ Multiple Family Dwelling-Number of Units: _____

☐ Commercial/Industrial Dwelling Number of Buildings _____ Number of Units: _____

Reason for vacancy: _____

Estimated length of time property to remain vacant: _____

Plans for restoration, reuse or removal: _____

PROPERTY OWNER

Name _____ Birthdate: _____

Mailing Address: _____

Telephone #s _____

Driver's License # or State I.D. (attach copy): _____

Email Address: _____

REPRESENTATIVE OR LOCAL AGENT AUTHORIZED BY OWNER

Name _____ Birthdate: _____

Mailing Address: _____

Telephone #s _____

Driver's License # or State I.D. (attach copy): _____

Email Address: _____

Abandoned structure registration/admin fee is \$300.00 for a 6 month period. Thereafter, a monthly administrative fee of \$55.00 payable to the City of Romulus, shall be received by the City of Romulus on or before the seventh (7th) day of each month following the 6 month registration period, or a late fee of \$50.00 shall be due and payable. Payments may be mailed or delivered to City of Romulus, Department of Building & Safety, 12600 Wayne Road, Romulus MI 48174. Please include the structure address on your payment, so payment may be properly recorded and credited.

The undersigned hereby makes application to register the described property pursuant to the City of Romulus Code of Ordinances, Chapter 8, Article VII, Division 2 (Vacant and Abandoned Structure Registration), Sections 8-221 to 8-230. I understand that property subject to this article that is left open and/or accessible shall be subject to entry by enforcing officials in order to ensure that the property has not become an attractive nuisance and to ensure that the property is locked and/or secured. Prior to reoccupation or sale of the property, I shall adhere to the requirements of the City of Romulus Code of Ordinances, Article VIII, Section 8-237 (Sale or rental) and the City of Romulus Zoning Ordinance, Article 21, Section 21.06 (Certificates of Occupancy). All fees that remain unpaid after 14 days written notice to the owner/responsible agent shall be assessed against the property as a lien and placed on the tax roll. I hereby certify that this application contains a true and complete listing of the information requested herein. I agree to notify the City of Romulus of any changes to the information listed in this application within seven (7) days of the change.

Signature of Owner: _____ Date: _____

OWNER/AGENT AFFIDAVIT

THE UNDERSIGNED is the owner and/or owner's agent responsible for the vacant property located at:

_____, Parcel Tax ID# _____

I have investigated the utilities at the above described property and do hereby state:

- | | | |
|---|--------------------------------------|--|
| 1. The water service to the property is: | ☐ Operational | ☐ Properly disconnected |
| 2. The sewer system to the property is: | ☐ Operational | ☐ Properly disconnected |
| 3. The gas service to the property is: | ☐ Operational | ☐ Properly disconnected |
| 4. The electrical service to the property is: | ☐ Operational | ☐ Properly disconnected |
| 5. Does the structure have a basement sump pump system; | ☐ Yes | ☐ No |
| a. If so, is the sump pump operational? | ☐ Yes | ☐ No |

I certify that I have read the foregoing affidavit and that the contents herein are true to the best of my knowledge and belief:

Signature of Affiant or Owner

Printed Name

Subscribed and sworn before me on this _____ day of _____, 20_____.
A Notary Public in and for _____ County, Michigan.

Notary Public Signature

My Commission expired _____, 20_____.