



**City of Sidney Vacant Property
Registration Form**

This form is to be completed by the owner or owner agent/
property manager of the residential or commercial vacant
property.

| | | |
|--------------------------------------|--------------|----------|
| Inspection ID #: | Amount Paid: | Receipt: |
| Date: | | |
| Type of Property | | |
| <input type="checkbox"/> Industrial | | |
| <input type="checkbox"/> Commercial | | |
| <input type="checkbox"/> Residential | | |

Property Information

1. Property Address

All vacant properties/buildings must be registered with the City of Sidney Community Development Department in accordance with the Vacant Property Registration Ordinance – Section 1329 of the Codified Ordinance. Please complete this form for each vacant property address. Upon registration an inspection date will be scheduled, and access to property will need to be established. We thank you for your cooperation, with your help we can ensure property values and residences are safe.

Do you qualify for an exemption?

- | | |
|---|--|
| <input type="checkbox"/> Under Construction with active permit | <input type="checkbox"/> Building for sale and listed with a Real Estate Agent |
| <input type="checkbox"/> Fire damage or damage by extreme weather | <input type="checkbox"/> Pending action (i.e. bankruptcy, probate) |

If checked, STOP! do not complete this registration form. Please complete exemption form provided at City Hall.

Owner Information (all ownership information below must be completed)

1. Owner's Full Name

If Corporation or Joint Ownership, give name of principal officer or Resident Agent and address of residence

3. Business Name

| | | | |
|---|---|-------|-----|
| 4. Address of Owner's Residence (cannot be a P.O. Box) | Number and Street Name (cannot be P.O. Box) | | |
| | City | State | Zip |
| | | | |

| | | | | |
|-------------------------------------|--|--------------|--------|--|
| 5. Owner's Birth Date (optional) | | 6. Telephone | Home | |
| | | | Work | |
| 7. E-Mail Address | | | Mobile | |
| | | | Fax | |

| | | | | | |
|---|------------------------|--|------|-------|-----|
| 8. Mail Delivery Address (if different from residence) | Number and Street Name | | City | State | Zip |
| | | | | | |

Owner Agent

(if applicable)

If the above property owner is located more than 50 miles away, a local Owner Agent shall be responsible for security and maintenance of the property.

| | | | | |
|-----------------------------------|---|--------------|--------|--|
| 1. Agent Name | | | | |
| 2. Business Name | | | | |
| 3. Address of Agent | Number and Street Name (cannot be P.O. Box) | | | |
| | City | State | Zip | |
| | | | | |
| 4. Agent Birth Date (optional) | | 5. Telephone | Home | |
| | | | Work | |
| 6. E-Mail Address | | | Mobile | |
| | | | Fax | |

PROPERTY MANAGER INFORMATION

(If Applicable)

| | | | | |
|------------------------------------|---|--------------|--------|--|
| 1. Manager Name | | | | |
| 2. Business Name | | | | |
| 3. Address of Property Manager's | Number and Street Name (cannot be P.O. Box) | | | |
| | | | | |
| | City | State | Zip | |
| 4. Manager's Birth Date (optional) | | 5. Telephone | Home | |
| | | | Work | |
| 6. E-Mail Address | | | Mobile | |
| | | | Fax | |

Property Information

| | | |
|---|--|--|
| 1. Standing water in basement: <input type="checkbox"/> Yes <input type="checkbox"/> No | 2. Any mold within Vacant Property: <input type="checkbox"/> Yes <input type="checkbox"/> No | 3. Electric shut off: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Gas shut off: <input type="checkbox"/> Yes <input type="checkbox"/> No | 5. Property winterized: <input type="checkbox"/> Yes <input type="checkbox"/> No | 6. Property Occupied: <input type="checkbox"/> Yes <input type="checkbox"/> No |

Payments

Payments can be made in person or by mailing your application with a check or money order (payable to the City of Sidney) to: Community Development Department 201 West Poplar Street, Sidney, Ohio 45365

Fees

| Current Year | 1 ST Year | 2 nd Year | 3 rd year | 4 th year | 5 th year or later |
|--------------|--------------------------------|--------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Residential: | <input type="checkbox"/> \$200 | <input type="checkbox"/> \$400 | <input type="checkbox"/> \$800 | <input type="checkbox"/> \$1,600 | <input type="checkbox"/> \$3,200 |
| Commercial: | <input type="checkbox"/> \$400 | <input type="checkbox"/> \$800 | <input type="checkbox"/> \$1,600 | <input type="checkbox"/> \$3,200 | <input type="checkbox"/> \$6,400 |

Terms Of Maintenance

All Vacant Properties shall comply with these terms of maintenance while the property is vacant.

1. Vacant property shall be kept free from weeds, grass more than eight (8) inches high, dry brush, dead vegetation, trash, junk, debris, building material, any accumulation of newspapers, circulars, flyers, notices, except those required by federal, state or local law, discarded items, including, but not limited to, furniture, clothing, large and small appliances, printed material, signage, containers, equipment, construction materials or any other items that give the appearance that the property is abandoned.
2. Vacant property shall be maintained free of graffiti, tagging or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior of the structure.
3. All visible front and side yards shall be landscaped and properly maintained. Landscaping includes, but is not limited to, grass, ground covers, bushes, trees, shrubs, hedges or similar plantings. Maintenance includes, but is not limited to, regular watering, irrigation, cutting, pruning and mowing of required landscaping and removal of all trimming.
4. Pools, spas and other water features shall be winterized, kept in working order so that the water remains clear and free of pollutants and debris, or drained and kept dry and free of debris.
5. Vacant property shall be maintained in a secure manner so as not to be accessible to unauthorized persons. Secure manner includes, but is not limited to, the closure and locking of windows, doors, gates and any other opening of such size that may allow a child to access the interior of the property and/ or structures. Broken windows must be repaired or replaced within fifteen (15) days. Boarding up of open or broken windows is prohibited except as a temporary measure.
6. Property shall be maintained with preventative measures to prevent freeze damage to the structure.



Development Plan

A development plan, consisting of detailed rehabilitation plans, and a date for when the building will become occupied, will be reviewed by the Community Development Department. If accepted, and the property becomes occupied by the date provided, the owner will receive a reimbursement of fees paid. To submit a development plan please complete the development plan form, which may be requested by calling 937-498-8101 or by Email at Khavenar@sidneyoh.com

I would like to submit a development plan.

Signature Of Person Completing Form Required Below

I, the undersigned, agree to obtain and pay for City of Sidney's property inspection of the above-referenced property and to obtain inspections annually thereafter while the property is vacant to ensure the building is safe and well maintained. I, hereby acknowledge ownership of the above-referenced property and assume all responsibilities of the property, and agree to the terms of maintenance while the property is vacant.

I, hereby acknowledge that **no permits** will be issued by the City until all fees are paid in full, unless the property is granted an exemption.

I further agree that if information contained in this form is no longer valid, I will file a new registration form with current information within thirty (30) days. I hereby attest that the above-information is accurate to the best of my knowledge.

I STATE UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AS OF TODAY.

| | | | |
|--|--|---|--|
| 1. Printed Name | | | |
| 2. Signature | | 3. Date | |
| Return Signed Form To Community Development | | © City of Sidney 201 W Poplar Street, Sidney, Ohio 45365 | |