



Vacant Property Exemption Request Form

Community Development
201 W. Poplar St.
Sidney OH, 45363
Ph. 937-498-8130

Address of vacant property: _____

Owner Name: _____ Telephone: _____

Owner Mailing Address: _____

Street

City

State

ZIP

E-mail address: _____

All vacant properties/buildings must register with the City of Sidney Community Development Department in accordance with the Vacant Property Registration Ordinance (A-2936). An exemption may be granted by the Community Development Department upon receiving a **completed** exemption form. Requests for exemption must be received within (15) business days of receiving notification to register. You are required to **provide all supporting documentation** to support your request for an exemption. (I.e., a building permit, or a listing agreement with a State of Ohio licensed real estate broker/firm).

You will be notified within 15 days whether or not your exemption has been granted. If it is **not** approved, you will be required to register within 30 days of denial of exemption. For more information on the Vacant Property Registration or for application forms please go to the Community Development webpage at <http://www.sidneyoh.com/Community-Services/index.asp>

Please select one of the following:

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.

Attach a copy of active building permit.

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 one hundred eighty (180) days after the date of the fire or extreme weather event.

Attach written request for exemption (may use next page) must include:

Date of fire or extreme weather incident

The names and addresses of owner or owners

Hazard insurance information

Statement of intent to repair and reoccupy, or demolish

The Building is for sale and is listed with a Real Estate Agent. The applicant understands that the property identified will be exempt for a period of twelve (12) months. Documentation required. Must include:

Name and address of Real Estate Agent

Copy of listing contract

The Property is under pending action. The applicant understands that if the property is under pending action such as bankruptcy, probate, or other court or administrative action that would prohibit the owner from taking any action required by the ordinance, that the owner or owner agent shall provide the City with complete information about any of the pending actions. Not all pending actions will qualify for exemption.

Other. If you feel the identified property should qualify for an exemption not laid out by this form, the applicant must provide a written detailed reason why below and copies of any supporting information you feel should be considered:

Date: _____ **Signature:** _____

Submit complete form and supporting documents to: City of Sidney, Vacant Property Registration
201 W Poplar St, Sidney OH 45365 or via email to: khavenar@sidneyoh.com

Questions: contact Kyle Havenar, Vacant Property Inspector. Ph. 937-498-8101
or khavenar@sidneyoh.com