



City of Trotwood, Ohio
3035 Olive Road, Trotwood, Ohio 45426-2600

Department of Planning & Development
Phone: (937) 854-7227

VACANT PROPERTY REGISTRATION FORM

Date: _____

Initial Registration

Renewal Registration

Updated Information

Property Address: _____

City: _____ State: _____ Zip: _____

Parcel ID #: H33 _____ - _____

Currently Vacant? YES NO

Registrant Contact Information

Manager / Agent Bank Owner

Name: _____

Title / Affiliation: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Property Owner Information (if different from above)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

I certify that all information and attachments to this application are true and correct to the best of my knowledge. I agree to update this information as it changes and/or renew this registration every six months. I understand there is a \$250 fine for failure to report (R21-24).

Print Name: _____ Email: _____

Signature: _____ Date: _____

Date received: _____ Tracking Number: _____



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VACANT PROPERTY REGISTRATION

1313.03 REGISTRATION OF VACANT BUILDINGS; NOTICE OF CLOSING OR VACANCY.

(a) All buildings presently located within the City which are “vacant buildings” shall be registered by the owner thereof within thirty days after the effective date of this section. All buildings which hereafter become vacant shall be registered by the owner within thirty days from the date they become vacant. Written notice shall be given to the Code Official by the owner of such building and the owner shall register such building with the Code Official as required hereinafter, and provide such information and documentation as may be required by the Building Official. (Ord. 14-03. Passed 6-16-03.)

(b) The owner registering the closure and vacancy of a building or structure shall supply the following information to the Building Official at the time of registration:

- (1) Name, address and telephone number of owner.
- (2) Name, address and telephone number of any local agent or representative.
- (3) Name, address and telephone number of all persons with any legal interest in the property, building and premises.
- (4) Legal description and tax parcel identification number(s) of the premises on which the building or structure is situate.
- (5) The date on which the building has or will become vacant.
- (6) The address of the building.

The vacant building or structure registration shall be filed with the Building Official accompanied with a filing fee as established by Resolution of Council.

Registration of a vacant building or structure shall be valid for a period of six months. If the building is vacant at the expiration of any registration period, then the owner shall reregister such building and pay another filing fee.

(Ord. 09-09. Passed 3-2-09.)

(c) The registration of a building vacancy shall not preclude action by the City to demolish or force rehabilitation of the building pursuant to other provisions of the Building Code or other statute or ordinance.

(d) When a building or structure is registered as required herein, the owner or agent shall submit a vacant building plan. The plan shall contain, as a minimum, the following:

A plan of action to maintain the building and premises thereof in conformance with all laws and ordinances of the City and State including, but not limited to, the following requirements:

- (1) The interior of the building, to include any garage area, shall be clean and free of debris;
- (2) The grounds of the premises shall be kept free of weeds and debris and the grass shall be mowed during spring, summer and fall months;
- (3) No junk cars shall be parked on the premises;
- (4) All windows and doors on the ground floor area, including basement and garage shall be boarded up and sealed with minimum one-half inch sheathing grade plywood, applied in a neat and orderly manner, cut to the size of the opening and painted to match the building or trim;
- (5) A plan for fire alarm and fire protection shall be established and approved by this Fire Department; and
- (6) Evidence of liability and casualty insurance applicable to the property shall be provided.

(e) The plan required in subsection (d) hereof shall be reviewed and approved by the Building Official and implemented and completed within sixty days of the date that the building is registered under this chapter.

(f) Failure to comply with the approved plan shall constitute a violation of this section, subjecting the owner of the building to penalties as provided in this chapter.

(Ord. 14-03. Passed 6-16-03.)

**** Registration Forms may be submitted to the City of Trotwood
attn. Planning Department, 3035 Olive Road, Trotwood, OH 45426 ****