

Village of Waynesville
1400 Lytle Road, Waynesville, OH 45068
(513) 897-8015

VACANT PROPERTY/BUILDING REGISTRATION FORM

All vacant properties/buildings must be registered with the Village of Waynesville in accordance with the Vacant Registration Ordinance – Chapter 155 of the Village of Waynesville's Ordinances. Please complete this form for each vacant dwelling address. Hardship exemption or reduction of vacant building registration fee may be applied as set out in Chapter 155A.10. For more information on the Vacant Building Registration Program, please go to the Village of Waynesville website at www.villageofwaynesville.org, and then go to the Zoning Code page or call the Code Compliance Officer at (513) 897-8015.

Section I: Address of Vacant Property/Building (Required)

Street Address: _____
Parcel # (from County Auditor): _____

Section II: Property Owner Information (Required)

(No P.O. Boxes are permitted; must provide a building address.)

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

Property Owner's Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Designated Agent or Contact Person: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Cell Number: _____
Fax Number: _____ Email Address: _____

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 Corporation: _____
Name of Partnership or Corporation: _____
Contact Person Name: _____ Title: _____
Designated Agent or Contact Person: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Cell Number: _____
Fax Number: _____ Email Address: _____

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Section III: Local Agent / Property Manager (If owner is outside of local area)

Please list Name, Address, Phone Number, and any additional information necessary to contact for interior and exterior inspections.

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Number: _____

Fax Number: _____ Email Address: _____

Additional Remarks: _____

Section IV: Vacant Building Plan of Action (Required in Historic Preservation Overlay District)

- Checklist: ☐ Cause of Vacancy and intended future use of building.
☐ Timetable with milestones for re-occupancy or rehabilitation.
☐ Interim maintenance and security measures implemented while the building is vacant.
☐ Proof of general liability insurance not less than one million dollars.
☐ Demonstration of active marketing efforts if the sale or lease is the stated intent.

Section VI: Fees (Required)

Please make checks payable to the Village of Waynesville. The vacant property registration payment included with this form pertains to the current year of vacancy and is as follows:

Property outside the Historic Preservation District: Residential \$100; all other properties \$300

Property within the Historic Preservation District: Year 1, \$1,000; Year 2, \$2,000; Year 3, \$4,000; Year 4, \$8,000; Year 5 and on, \$16,000

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 the Vacant Building Registration Ordinance for owning a vacant dwelling in the Village of Waynesville 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:** _____