

Vacant Building Registration_____
Date of Submission_____
Registration Number
(Office Use Only)**Owner's Information**Applicant Name: _____
Mailing Address: _____
Telephone: _____
Email: _____**Local Agent Information**
*(If Different from Owner)*Owner Name: _____
Mailing Address: _____
Telephone: _____
Email: _____**Designation of Agent: (Complete only if owner is designating a local agent)**

I hereby appoint the person named above as my local agent to represent me in regards to this property:

Owner's Signature_____
Date**Building/Property Information**Building/Property Location: _____
Parcel Number(s): _____ Current Zoning: _____
Current Land Use: _____ Currently Being Marketed: Yes No

Vacant Building Rehabilitation Plan

The following must be submitted as part of the Vacant Building Rehabilitation Plan.

1. A site plan;
2. If non-residential, a layout of the structure;
3. A plan of action to secure, monitor and maintain the building and premises in conformance with City Codes and Ordinances;
4. Written consent by the owner, allowing City officials to enter and inspect the property.

If you have been notified that the building is classified as a **Category II or Category III**, the following documents are also required as part of the Vacant Building Plan.

1. A plan to make the building ready for occupancy with details regarding the property repair and/or rehabilitation of the building to enable the code official to determine the plan is adequate.

If you have been notified that the building or structure has been identified as a **public nuisance**, submit the items above, as well as the following.

1. A plan of action to remedy such public nuisances. This plan of action should take no longer than 90 days to remedy.

If you have been notified that the building has been classified as a **Category III**, you are required to meet with the Fire Marshal or Fire Chief to review structural deficiencies and determine a plan, such a fire or other emergency arises.

1. Findings and recommendations from the Fire Department must be included in the Vacant Building Plan.

Are you requesting an exemption from the annual registration fees? ____ Yes ____ No

If yes, please select appropriate reason:

- Residential structures that are used as residential rentals & have active residential rental business license permits, if required
- Residential or non-residential structures actively listed & marketed for sale/lease by a licensed property management company for not more than one year & that meet minimum building codes as determined by the City
- Commercial or residential structures that have multiple units in which at least one unit is occupied
- Accessory structures not designed for occupancy
- Building that serve as a primary residence in which the owner is away for more than 120 days for work, vacation, military or medical reason; provided that the building and property is maintained to minimum City Code requirements and the owner provides a courtesy registration
- Other reason, please explain in the space provided below.

As the applicant, I hereby confirm that all required information and materials for this registration are authentic and have been submitted to the City of Westminster.

I hereby offer my written consent to allow the designated City officials to enter and inspect the property listed. I am aware and understand that I am required to pay an annual compliance inspection fee of \$50, plus the Vacant Building Registration annually, as long as the building remains vacant. Should I not submit the Vacant Building Rehabilitation Plan within thirty (30) days, I understand I may be assessed an administrative penalty of \$500.

Owner's Signature

Date