

VILLAGE OF MILLERSBURG
VACANT BUILDING REGISTRATION

In accordance with Chapter 1357 of the Village of Millersburg Codified Ordinances, all vacant commercial buildings must be registered and inspected within 60 days of the premises becoming vacant.
A vacant building shall be defined for the purposes of this Chapter as a building which is not occupied by its owner, lessee or other person in lawful possession, or at which substantially all lawful business operations have ceased, or which is substantially devoid of content. Special event, short term, and seasonal commercial leases or occupants of 90 days or less are excluded from the provisions of this chapter and shall not be used in determining the length of vacancy for any building.

Property Address

Name of Property Owner/Agent/Lessee/Party in Control/Foreclosing Entity (circle one)

Applicant Name

Telephone Number

Email Address

Physical Address of Applicant (Street, City, State Zip Code)

Mailing Address of Applicant (if different than above)

*For applicants located outside of Holmes County, please provide the name & mailing address of a local property manager with a contact name, telephone number, and email address for the party responsible for security, maintenance, and/or marketing of the property on a separate sheet.

Fee Schedule

1st year of vacancy-\$800.00

2nd year of vacancy-\$1600.00

3rd year of vacancy-\$3200.00

4th & subsequent years of vacancy-\$6400.00

Fees are due at the time of registration. Registration shall remain valid for 12 months from the time of issuance and must be renewed within 30 days of the expiration of the 12 month period of the previous registration.

Date Building Became Vacant: _____/_____/_____ (Month/Day/Year)

I, _____, hereby acknowledge that the information provided above is complete and accurate. I have read and understand Chapter 1357 of the Village of Millersburg Codified Ordinances and agree to comply with the requirements of this Chapter.

Applicant's Signature

Date

INFORMATION BELOW TO BE COMPLETED BY VILLAGE OF MILLERSBURG ONLY

Received By: _____ on _____/_____/_____ Fee Paid: _____

Certificate of Inspection Application Received? _____

Building No Longer Vacant on _____/_____/_____