



CITY OF BELLEFONTAINE

OFFICE OF THE SERVICE-SAFETY DIRECTOR, CODE ENFORCEMENT
135 N. Detroit Street, Bellefontaine, Ohio, 43311
Phone: (937) 651-6049 Fax: (937) 592-4218

1320 – VACANT BUILDING ENFORCEMENT PROGRAM

Effective December 8, 2015 The City of Bellefontaine enacted a Vacant Building Registration Program.

Our records indicate that the property listed below is vacant and must be registered with the City of Bellefontaine:

PROPERTY ADDRESS:

Section 1320.01 – Purpose - Structures which are left vacant for extended periods of time have been shown to breed crime, pose public safety risks, and reduce property values and the economic viability of the community in which they are found. The purpose of this chapter is to establish a program for identifying and registering vacant buildings; to determine the responsibilities of owners of vacant buildings and structures; and to provide incentives for the rehabilitation and productive use of vacant buildings. Shifting the cost or burden of the existence of vacant structures from the general citizenry to the owners of the buildings is an intended result of this chapter.

You can view Chapter 1320 of the Ordinances in its entirety and all the guidelines in detail on our website under the under the Code Enforcement page, located at <http://www.ci.bellefontaine.oh.us/code-enforcement.html> or by contacting or visiting our office.

As outlined in Section 1320.08, any person violating any provision of this ordinance shall be subject to the penalties listed in Section 1319.99 which are as follows:

Any violation or failure to comply with provisions contained in Chapter 13 of the Codified Ordinances of the City of Bellefontaine, including failure to comply with notices issued thereunder, will be subject to:

A misdemeanor of the fourth degree for the first offense, third degree misdemeanor for the second offense, and misdemeanor of the second degree for the third and subsequent offenses. Each day of violation or failure to comply shall constitute a separate offense.

We encourage you to take this matter seriously and have you structure registered as soon as possible to avoid any legal action taken against you.

Enclosed is a registration form that you will need to fill out and return to our office with the proper fees due.

If you have more than one property that is vacant, please list them in the extra spaces we have provided, so that we can update our system accordingly.

Thank you for your cooperation.

Weston R. Dodds
Code Enforcement Officer



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VACANT PROPERTY/BUILDING REGISTRATION FORM

All vacant properties/buildings must register with the City of Bellefontaine Office of the Service-Safety Director, Code Enforcement in accordance with the Vacant Building Enforcement Program Ordinance – 1320 of the Codified Ordinances of the City of Bellefontaine. Please complete this form for each vacant property address. Temporary exemptions for disaster affected properties, structures under active construction, properties listed with a licensed realtor in the State of Ohio, or a vacant property that is being marketed for rent **MAY** be approved upon a **written request**.

Section I: Address(es) of Vacant Property/Building (REQUIRED)

Street Address(es): _____

Section II: Property Owner Information (REQUIRED)

(MUST complete both Owner Address & Mailing Address if different)

Property Owner's Name: _____

Owner's Address: _____

Mailing Address (if different than above): _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____ Fed Tax ID Number: _____

Owner and Designated Local Agent/Contact Person (if owner is outside of local area), please complete the following:

Designated Agent or Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Section III: Attach Vacant Building Plan (Required)

I hereby submit an attached plan of (Please Circle): Demolition | Secure Vacancy | Rehabilitation

Section IV: Fees (Required)

Please make checks payable to City of Bellefontaine. The vacant property registration payment included with this form pertains to the current year of vacancy and is (Please circle):

\$200 – 1st year | \$400 – 2nd year | \$800 – 3rd year | \$1600 – 4th year | \$3200 – 5th year or later



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Section V: Request for Exemption (if applicable)

Request for exemption must be received within 10 calendar days of receiving notification to register. Below, please identify, for each property, the exemptions that you are requesting. You are required to provide supporting documentation to support the request for exemption.

Exemption request due to:

- Property is not vacant
- Property is under active construction
- Property is listed with a licensed realtor
- Fire damaged/storm damage
- Other

Required Documentation

- Lease agreement
- Copies of active building permits
- Copy of listing agreement
- Date of event
- Narrative

Additional documentation required when requesting exemption:

- List of other properties owned in the City of Bellefontaine
- Information on the length of time the building has been vacant
- Has the property been the subject of any Property Maintenance Code Violations? Yes No

I, _____ hereby request (to register; an exemption) the vacant property/building listed above and acknowledge that the information above is complete and accurate. I have read and understand Ordinance Chapter 1320 for owning vacant property in the City of Bellefontaine 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