

## VACANT LOT REGISTRATION FORM

This registration form must be completed and signed by the property owner or an authorized agent, and submitted with the **application fee of \$75.00**.

**The following information is required:**

1. **Property Tax Account Identification Number** \_\_\_\_\_

2. **Legal description of property** \_\_\_\_\_

3. **Street address of property** \_\_\_\_\_

4. **Property Owner of Record** \_\_\_\_\_

5. **Address of Owner of Record** \_\_\_\_\_

6. **Property Owner's Phone (Day)** \_\_\_\_\_ **(Evening)** \_\_\_\_\_

7. **Name of corporation, limited liability company, limited liability partnership, or limited partnership** \_\_\_\_\_

8. **Name of resident agent** \_\_\_\_\_

9. **If no resident agent, list the name, address, and telephone number of all partners, owners or officers of the owner of an authorized agent of the owner:**

Name	Address	Telephone Number
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Name	Address	Telephone Number
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Name	Address	Telephone Number
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Name	Address	Telephone Number
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- 4. Name, address, and telephone number of the owner's authorized agent if an agent has been designated by the owner.**

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Name	Address	Telephone Number
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**A post office box does not suffice as an address for purposes of this registration statement.**

**The City Manager shall be notified within 14 days of any change in the agent in the agent designated by the owner or any change in the address of the owner or agent.**

***Penalties:***

***Municipal Infraction:* The failure of an owner of a vacant lot to file a registration statement **WHEN IT IS DUE**, to pay the registration fee, or to provide all information required with registration is a municipal infraction with a fine of \$200. **EACH ADDITIONAL 60 DAYS A VIOLATION EXISTS IS A SEPARATE VIOLATION SUBJECT TO AN ADDITIONAL \$200 FINE.****

***Lien on real property.* All registration fees, when overdue, are a lien in favor of the City on the vacant lot and may be collected and enforced in the same manner as delinquent real property taxes.**

**Reference: Ordinance 7-2005**