CITY OF ASHTABULA

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
4717 Main Ave. Ashtabula, Ohio 44004
Phone: (440) 992-7118 Fax: (440) 992-7180

1369 - Vacant Building Enforcement Ordinance

Effective June 1, 2013, The City of Ashtabula enacted a Vacant Building Registration Ordinance.

Our records indicate the above listed property is vacant and must be registered with the City of Ashtabula.

Section 1369.01 - Purpose - Structures which are left vacant for extended period 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 ordinance is to establish a program for identifying & registering vacant residential & commercial buildings; to determine the responsibilities of owners of vacant buildings & structures; and to provide incentives for the rehabilitation & productive use of vacant buildings. Shifting the cost or burden of the existence of vacant residential & commercial structures from the general citizenry to the owners of the buildings is an intended result of this ordinance.

You can view Chapter 1369 of the Ordinance in its entirety and all the guidelines in detail on our website under the housing section or visiting our office.

According to section 1369.99, anyone violating this ordinance will be subject to the penalties listed in section 1361.99, which are as follows:

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

A misdemeanor of the fourth degree. Each day of violation or failure to comply shall constitute a separate offense.

We encourage you to take this matter seriously and have your 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 then 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.

Planning & Community Development.

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VACANT PROPERTY/BUILDING REGISTRATION FORM

All vacant properties/buildings must register with the City of Ashtabula Planning & Community Development Department in accordance with the Vacant Building Registration Ordinance – Section 1369 of the Ashtabula Codified Ordinance. Please complete this form for each vacant property address. Temporary exemptions for disaster-affected properties, structures actively under 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 **written request**.

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

Street Address(es): _____ _____ _____

Section II: Property Owner Information (Required)

(P.O. Boxes are NOT permitted; must provide a building address.)

Owner, Partnership, Corporation, Trust, or Other, please complete the following:

Property Owner's Name: _____

Owner's Address: _____

City: _____ State: _____ Zip Code: _____

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

Residential: $200-1st yr | $400-2nd yr | $800-3rd yr | $1600-4th yr | $3200-5th yr or later

Commercial: $400-1st yr | $800-2nd yr | $1600-3rd yr | $3200-4th yr | $6400-5th yr or later

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 Ordinance Chapter 1369 for owning a vacant property in the City of Ashtabula 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**