



CITY OF ASHTABULA
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
4717 Main Ave. Ashtabula, Ohio 44004

VACANT PROPERTY/BUILDING REQUEST FOR AN EXEMPTION 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. An exemption can only be granted by the Planning & Community Development Department upon receiving a **COMPLETED** exemption form.

Below, please identify, for each property, the exemptions that you are requesting. You are required to provide all supporting documentation to support your request for an exemption (e.g. a copy of lease if it is not vacant, listing agreement with a State of Ohio licensed real estate broker/firm if it is on the market for sale).

You will be notified within 15 days whether or not your exemption has been granted. If it is not approved, you will be required to register within 30 days of notification.

- The building is under active construction, reconstruction or renovation** and having a valid building permit(s) at the time of initial inspection shall be exempt from registration until the expiration of the longest running, currently active building permit.
- A building which has suffered fire damage caused by extreme weather conditions** shall be exempt from the registration requirement for a period of 90 days after the date of the fire or extreme weather event if the property owner submits a request for exemption in writing to the Division of Planning & Community Development. This request shall include the names and addresses of the owner or owners, and a statement of intent to repair and reoccupy the building in an expedient manner, or the intent to demolish the building. One extension of not more than 90 days' duration may be granted for good cause shown.
- A building that is for sale and listed with a licensed State of Ohio Realtor** shall be exempted for a period of 12 months from the start of vacancy, provided that the owner submits proof to the Division of such listing and for sale status.
- A building that has been granted an exemption pursuant to the following:** Any owner of a vacant building may voluntarily register the same and request an exemption from the remaining provisions of this chapter by filing a written application with the Director of Planning and Community Development, who shall timely consider same. In determining whether a request for exemption should be granted, the Director shall consider the following: the applicant's prior record as it pertains to City Housing Code, Building Code, or Property Maintenance Code violations; the amount of vacant property the applicant currently has within the City; the length of time that the building for which the exception is sought has been vacant; the reason or reasons for the vacancy; and the difficulty or expense involved in any necessary remediation or demolition. No exemption from registration shall be granted unless the owner or representative first completes a vacant building plan under Section 1369.02 and addresses any and all existing code violations. An owner who believes he or she is being denied an exemption for arbitrary or capricious reasons may file an appeal of such denial within ten days with the Housing Appeals Board, which may sustain, overturn or modify the action of the Director.

Section I: Address(es) of Vacant Property/Building Exemption is being Requested

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Section II: Property Owner Information (Required)

(No P.O. Boxes are permitted; must provide a building address.)

If Individual Owner or Designated Agent, please complete the following:

Property Owner's Name: _____

Owner's Address: _____

City: _____ **State:** _____ **Zip:** _____

Designated Agent or Contact Person: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax Number:** _____

Email Address: _____

Additional Information as Requested (attach if necessary):

- | | |
|--|----------------|
| 1. Copy of listing agreement with licensed real estate company | Yes ___ No ___ |
| 2. Copy of valid building permit issued by the County of Ashtabula | Yes ___ No ___ |
| 3. List of other properties owned in the City of Ashtabula | Yes ___ No ___ |
| 4. Information of length of time the building has been vacant | Yes ___ No ___ |
| 5. Information regarding property maintenance violations | Yes ___ No ___ |

I, _____, hereby acknowledge that the information provided above is complete and accurate. I have read and understand Ordinance 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

For Office Use Only – Do not write anything in this section

_____ Approved

_____ Denied Reason for Denial _____

Director of Planning & Community Development

Date