



City of Circleville

Department of Public Service
City Administration Building
104 East Franklin Street
Circleville, OH 43113
740-477-8224
www.circlevilleoh.gov

Registration #: _____

Date: _____

Vacant Building Registration

All vacant residential, commercial and industrial structures must register with the City of Circleville Department of Public Service in accordance with Chapter 1337 of the Circleville Codified Ordinances. Please complete this form for each vacant property address.

Vacant Structure Street Address: _____

Property Owner:

Name: _____

Owner Address (No PO Boxes permitted): _____

Phone #: _____ Email: _____

Designated Representative or Agent:

Name: _____

Address (No PO Boxes permitted): _____

Phone #: _____ Email: _____

If a Corporation or Partnership, please use a separate sheet to list additional trustees, partners or officers.

Designated Property Manager or Agent (applicable if owner does not reside within 25 miles of Circleville):

Name: _____

Address (No PO Boxes permitted): _____

Phone #: _____ Email: _____

Provide names and addresses of lien holders or other parties with an interest in the building. If applicable, attach a separate sheet.

Fees: Make checks payable to the City of Circleville

Date building became vacant: _____ Please circle the fee pertaining to your vacant building.

Table with 6 columns: Residential, Commercial/Industrial, Year 1, Year 2, Year 3, Year 4, Year 5+ and corresponding fee amounts.

Vacant Building Plan Required (see Section 1337.06)

- Demolition Plan attached
- Building Security Plan attached
- Building Rehabilitation Plan attached

Proof of Cash Bond (see Section 1337.04)

Any owner of a property which files a foreclosure action against such property, or for which a foreclosure action is pending, or a Judgement of Foreclosure has been issued shall, in addition to all other requirements of this section, provide a cash bond acceptable to the Service Director or their designee, in the sum of not less than ten thousand dollars (\$10,000.00), to secure the continued maintenance of the property throughout its vacancy and remunerate the City for any expenses incurred in inspecting, securing, repairing, and/or making such buildings safe by any legal means including, but not limited to, demolition.

Bond accepted and payment received: _____ Date: _____

I, _____, hereby request to register the vacant property listed above and acknowledge that the information above is complete and accurate. I have read and understand Chapter 1337 of the Circleville Codified Ordinances for owning a vacant property in the City of Circleville and agree to comply with these requirements. In accordance with this ordinance, I agree to notify any future owner of this vacant building registration. This registration is valid for twelve (12) months and shall be renewed annually.

Applicant Signature: _____ Date: _____

----- Do not fill below line -----

Fee Collected: _____ By: _____ Date: _____

Cash Credit Card Check #: _____

Approved Denied By: _____ Date: _____

Comments: