

Summary

Chapter 1492 of the City of Xenia Codified Ordinances requires all owners or persons in control of vacant commercial or industrial buildings in the City of Xenia to register these buildings with the City and pay a required fee. Registration must be renewed each year thereafter as long as the building remains vacant.

Deadlines

- Commercial/industrial buildings that were vacant as of March 15, 2014: May 14, 2014.
- Commercial/industrial buildings that become vacant after March 15, 2014: Within 30 days of the date of last occupancy or within 30 days of being notified by the Planning and Zoning Department.
- Renewal registration: January 15 of each subsequent, consecutive year of vacancy.

Obligations of Owner or Person(s) in Control

- Complete attached application and submit to the Planning and Zoning Department.
- Submit copy of a certificate of general liability insurance coverage of at least \$1,000,000 for the building.
- Schedule an interior/exterior inspection of the building by the City by contacting (937)376-7277.
- Comply with any notices or orders pursuant to code violations discovered in inspections.
- Pay a registration fee at the time of registration (see fee schedule below).
- Obtain fire protection hazard placard(s) from the City and mount at all normal building access points.
- Display a window sign near the main entrance indicating the name, address and phone number of the owner, the owner's authorized agent (if any) and the individual responsible for day-to-day supervision and management of the building.
- Submit a renewal application and fee by January 15 of each consecutive year of vacancy, and schedule a renewal inspection.

Exemptions from Registration/Fees

- Vacancy due to fire/extreme weather damage: Exempt for 90 days from date of fire/extreme weather event.
- Active building permit for rehabilitation: Exempt until expiration of longest-running, active building permit.
- Government agencies: Exempt.
- No code violations: 50% reduction of annual renewal fee if there are no outstanding violation notices or orders.
- Occupancy: Refund of current-year fee if building is successfully renovated/occupied within a year of fee payment.
- Active marketing: Initial registration fee may be waived for up to a year if there is proof of active marketed for sale or lease.

Fee Information

Initial registration fee:	\$400
Annual registration renewal fees:	
1st renewal:	\$800
2nd renewal:	\$1,600
3rd renewal:	\$3,200
4th and all subsequent renewals:	\$6,400

Note: Delinquent fees are subject to a 50% surcharge

Questions? Contact 376-7277.

Thank you for doing business with the City of Xenia!



VACANT BUILDING REGISTRATION APPLICATION

CITY OF XENIA

PLANNING AND ZONING DEPARTMENT
966 TOWLER ROAD, XENIA, OH 45385
(937)376-7277 WWW.XPLOREXENIA.COM

Parcel ID: Property Address:

Registration Type:
 Initial Registration Annual Renewal

	Name	Address	Phone	Email
Owner/Person in Control:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorized Agent (if applicable):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marketing contact:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other legally interested parties:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Became Vacant on This Date: Expected Date of Occupancy:
Reason for Vacancy:

Vacant Building Plan (select one of the following options)

- Demolition: Enter expected demolition date:
- Rehabilitation: Enter expected date of permit application submittal:
- Secured Vacant Building

Acknowledgement of responsibility: By signing below, the applicant acknowledges that it is the joint responsibility of the owner and/or responsible party to ensure information is complete and accurate. The City of Xenia Vacant Building Registration Ordinance requires the owner/responsible party to meet all City codes and conditions of the approved vacant building plan. Furthermore, by signing below, the owner and/or responsible party grants the City access and permission to install a vacant building placard consistent with Ohio Fire Code requirements on the outside wall of the building.

Applicant Signature (sign or type) Date

TO SUBMIT: Either (1) save this file to your computer and email it as an attachment to jziegler@ci.xenia.oh.us, OR (2) mail/hand-deliver to the address at the top of this form. A staff member will then contact you. Payment via cash, check or credit card is due upon application.

Questions? Contact 376-7277.
Thank you for doing business with the City of Xenia!