

### 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

- **Initial registration:** Within 30 days of the date of last occupancy or within 30 days of being notified by the Planning and Zoning Department
- **Renewal:** January 15 of each subsequent, consecutive year of vacancy

### Obligations of Owner or Person(s) in Control (by the deadlines shown above)

- **Apply:** Complete initial registration application and submit to the Planning and Zoning Department
- **Pay:** Pay a registration fee at the time of registration and renewal (see fee schedule below). Payment may occur via check payable to the City of Xenia, or online via a link sent to your email address
- **Insure:** Acquire/maintain general liability insurance coverage of at least \$1,000,000 for the building, and provide a copy of the insurance certificate to the Planning and Zoning Department
- **Inspect:** Annually schedule an interior/exterior inspection of the building by the City by contacting the assigned Code Enforcement Officer or the number at the bottom of this page
  - Comply with any notices or orders pursuant to code violations discovered in inspections
  - Allow City to post fire protection hazard placard(s) on the site

### 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 marketing for sale or Lease (evidenced by signage on property with contact information and a listing online and/or in a newspaper and/or in the Multiple Listing Service (MLS))

### Fee Information

Initial registration fee: \$400

Annual registration renewal fees:

1st renewal: \$800  
2nd renewal: \$1,600  
3rd renewal: \$3,200  
4th and subsequent renewals: \$6,400

Note: Delinquent fees are subject to a 50% surcharge

Property Address:

Registration Type:  Initial Registration  Annual Renewal

	Name	Address	Email	Phone
Owner/Person in Control				
Authorized Agent (if applicable)				
Marketing Contact				
Other legally interested parties				

Vacant Building Plan (select one of the following options)

Demolition – Enter expected demolition date:

Rehabilitation/Occupancy – Enter expected occupancy date:

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

Date

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Registration fee of \$400 is required at time of registration, unless the City has determined that the property is actively being marketed. Fee is refundable if building is legally occupied within one year of payment. Fee increases 50% if not paid within 30 days of notification. Owner must submit proof of general liability insurance coverage for the building in an amount of at least \$1,000,000.