

ABOUT THE NEW VACANT STRUCTURE LAW

When does the new law become effective?

The law became effective for vacant commercial structures on March 25, 2020, but the registration deadline has been extended to Tuesday, September 8, 2020.

Who has to register?

If you own a commercial structure that is currently vacant, and it continues to remain vacant, you must file a registration form with the Village by 4:00 P.M., Tuesday, September 8, 2020. If you own any commercial structure that becomes vacant after that date, and it continues to remain vacant, you must file a registration form no later than ninety (90) days after the date of the last occupancy of the structure. Registration forms are available at the Municipal Building.

How often do I have to register a vacant property?

If a registered property continues to remain vacant, you must re-register the property no later than December 31 each and every year the structure remains vacant, however, NOTE: The re-registration deadline for 2020 only is extended to January 29, 2021.

Are there registration fees?

Yes. The annual registration fee is \$25.00 for each vacant structure owned. However, if a commercial structure remains continuously vacant for longer than one (1) year, and no exemption for the vacancy has been granted, an additional fee of 10% of the appraised value of the property will be charged for each year the property remains vacant.

Can I obtain an exemption?

Yes. To do so, you must file a request for an exemption. Forms are available at the Municipal Building. You may be eligible for an exemption after you have filed a registration form and have an approved Vacant Structure Plan, and any one of the following also applies: (a) the structure is vacant due to a recent disaster affecting the safe occupancy of the structure; (b) the structure is under active construction and/or renovation with a current valid building permit issued; (c) the structure is actively for rent with a publicly visible For Lease or For Rent sign prominently posted on the structure with an accessible contact number; or (d) the structure is actively listed for sale with a licensed realtor.

What is a Vacant Structure Plan?

A written Vacant Structure Plan must be submitted with each registration form. The plan must fall generally into one of three categories, as follows: (a) Demolition – you intend to demolish the structure within a clearly stated time-frame; (b) Vacant But Secured – the structure will continue to remain vacant, for example while you attempt to rent or sell the property, but you detail how the structure will be secured and maintained during the period of vacancy; and (c) Rehabilitation – the structure will be restored to a condition permitting its use or occupancy, and you detail your rehabilitation plans.

**VILLAGE OF EAST PALESTINE
DEPARTMENT OF ZONING**

85 North Market Street.
East Palestine, OH, 44413
330-426-4367 Ext. 20

Annual Vacant Structure Registration Form

(A separate form must be filed for each vacant structure owned by the filer.)

All vacant structures in the village must be registered annually with the Zoning Department in accordance with the Vacant Structure Registration sections of Chapter 1246 of the Village of East Palestine Zoning Code as contained in the Codified Ordinances of the Village of East Palestine, Ohio.

NOTE: There is a \$500 fine for failure to timely file this form (Section 1246.05(D)).

Section I: Fees (Required)

A vacant structure registration fee of \$25.00 must be included with this form. Make checks payable to the Village of East Palestine. If the structure has been vacant for longer than one (1) year without an approved exemption* the following additional fee must also be paid annually with this form:

**Residential: 5% of the true appraised market value of the property as set by the County Auditor.
Commercial: 10% of the true appraised market value of the property as set by the County Auditor.**

*Disaster affected properties, structures under active construction and/or renovation with a current building permit, structures listed for sale with a licensed realtor or broker, and structures with a publicly visible "For Lease and/or For Rent" sign prominently posted on the structure with an accessible contact number must still file this form annually with a \$25.00 fee, but are exempt from paying any added fee for twelve (12) months from the date of filing, unless otherwise determined to be ineligible. **To qualify for an exemption, the owner must submit a written request to the Zoning Department. To qualify, all conditions set forth in Section 1246.04(G) must be satisfied.**

Section II: Address of Vacant Structure (Required)

Street Address: _____

Permanent Parcel No. _____ Date First Vacant _____

Section III: Owner Information (Required)

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

Owner's Name: _____

Owner's Address: _____

City: _____ State: _____ Zip Code: _____

Designated Agent or Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email Address: _____

(over)

If Property for Sale, Name, Address, Phone No. of Realtor: _____

On a separate sheet, attach the name and address of all lien-holders for this property, and of all parties with a legal interest in the property.

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

Tax ID Number of Partnership or Corporation: _____
Name of Partnership or Corporation: _____
Contact Person: _____ Title: _____
Designated Agent or Contact Person: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____ Email Address: _____

Section IV: Local Agent / Contact (if owner resides outside Columbiana County)

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____
Additional Information: _____

Section V: Vacant Structure Plan (Required)

I hereby submit a plan for (*Circle One*) Demolition / Securing Occupancy / Rehabilitation:

Section VI: Proof of Insurance (Required)

Attach proof of insurance to this form. If submitting a plan for demolition, please provide proof of insurance and that the Village of East Palestine is holding in escrow a bond equal to the estimated cost of demolition of the structure.

Escrow for Demolition: Yes _____ No _____

I, _____, hereby register the vacant structure listed above and acknowledge that the information above is complete and accurate. I have received a copy of Chapter 1246 of the Village Codified Ordinances and agree to comply with its provisions. In accordance with said Chapter, I agree to notify any future owner of this vacant structure registration.

Applicant Signature / _____
Date

VACANCY EXEMPTION REQUEST

Under East Palestine, OH, Codified Ordinances Section 1246.04(G)

ADDRESS OF VACANT STRUCTURE:

NAME, ADDRESS, AND PHONE NUMBER OF PROPERTY OWNER:

Under Section 1246.04(G) of the Codified Ordinances an exemption may be granted for any one of the reasons below. Circle the number or numbers that apply and provide the information requested:

1. The structure is vacant due to a recent disaster affecting the safe occupancy of the structure.

State the nature of the disaster and the date it occurred: _____

2. The structure is under active construction and/or renovation with a current valid building permit.

The starting date and expiration date for the building permit: _____

Is this the first permit issued? _____ If no, how many previous permits were issued: _____

3. The structure is actively for rent with a publicly visible For Lease or For Rent sign prominently posted on the structure with an accessible contact number.

Contact Number: _____

How long has the structure been posted for rent? _____ Rent amount asked? \$ _____

4. The structure is actively listed for sale with a licensed Realtor and/or broker.

Name of Realtor and Company: _____

Phone Number of Realtor and Company: _____

Date property first listed for sale: _____ List Price: \$ _____

SIGNATURE OF PROPERTY OWNER

DATE