



HOUSING DEPARTMENT City of Salem

231 S. Broadway Ave. Salem, OH 44460

(330) 332-4241 Ext 6

Vacant Structure Registration Form

ALL VACANT STRUCTURES, AS DEFINED BY CITY ORDINANCE, MUST BE REGISTERED with the City of Salem Housing Department in accordance with the Vacant Structure Registration Ordinance, described in Chapter 1335 of the Salem Codified Ordinances.

Pursuant to Salem Codified Ordinance #1335.03(a) the owner of the vacant structure shall register with the Housing Department no later than ninety (90) days after any residential or commercial structure in the City of Salem becomes vacant and no later than thirty (30) days, of being notified by the Housing Department of the requirement to register based on evidence of vacancy, whichever event occurs first. Annual Vacant Structure monitoring fees apply.

An exemption from paying a Vacant Structure monitoring fee, in accordance with Chapter 1335.07 of the City of Salem Codified Ordinances, may apply.

The following exemptions in accordance with Chapter 1335.07 of the City of Salem Codified Ordinances include:

Disaster affected properties, structures actively under construction or renovation with an active zoning permit, structures listed for sale with a licensed realtor or broker, and structures with a publicly visible “for sale/lease/rent” sign posted on the structure with an accessible contact phone number may be exempt from paying a **vacant structure registration fee** for up to twelve (12) months.

To qualify for a monitoring fee exemption, a Vacant Structure Registration Form must be submitted along with a Fee Exemption Form. Exemption forms can be obtained by contacting the Salem Housing Department or by visiting our website at www.cityofsalemohio.org and clicking on Housing link to download a copy. Please be advised, to qualify for a monitoring fee exemption, all taxes must be paid for the vacant property and the structure may not be in violation of the International Property Maintenance Code (IPMC), Chapter 1337 of the Salem Codified Ordinances.

Any owner who is served a Notice of Vacant Structure Registration may, within 10 calendar days of the notice, apply for an appeal of the Housing Department’s findings by applying to the Board of Housing Appeals as specified in the Ordinances of the City of Salem, Section 1309.09(c)(1)

Section I: Address of Vacant Structure (Required)

Street Address: _____

Section II: Owner or Designated Agent Information (Required)

Whether Individual Owner or 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: _____ Fax Number: _____
E-Mail Address: _____

Whether Partnership, Corporation, Trust or Other, 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: _____ Fax Number: _____ E-
Mail Address: _____

**Section III: Local Agent/ Property Manager (Required if owner does not reside in
Columbiana County or within 25 miles of the City of Salem Ohio)**

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

Property Address:_____

Section IV: Vacant Structure Plan (Required)

I hereby describe a plan of (*Circle One*) Demolition / Secure Vacancy/ Rehabilitation:

Section V: Proof of Insurance Escrow for Demolition (Required)

Proof of Insurance is required if you are submitting a plan for demolition. Please provide proof that the City of Salem is holding in escrow a bond which is equal to two-thirds (2/3) of the estimated cost of demolition of the structure.

City Holding an Escrow Bond for Demolition: Yes_____ No_____

Section VI: Vacant Structure Annual Monitoring Fees (Required)

Please make checks payable to the City of Salem. The vacant structure registration payment included with this form pertains to the current year of vacancy.

Residential: \$250.00

Commercial: \$250.00

Property Address: _____

I understand and acknowledge that the structure in question is vacant pursuant to the definitions set out in the City of Salem Ordinances and that such definition does not necessarily imply or explicitly indicate that the structure is completely unused or abandoned. I further understand the purpose of the ordinance and agree that said structure is subject to its provisions and acknowledge that the information that I have provided in this form is complete and accurate. I also acknowledge that I have access to chapter 1335 of the City of Salem Codified Ordinances and agree to comply with the requirements set out therein.

Applicants Signature

Date

Applicants Printed Name

*******Office Use Only*******

Received On: ____/____/____

Vacancy

1st Year 2nd Year 3rd Year 4th Year 5th Year