



City of New Philadelphia

150 E High Avenue
New Philadelphia, OH 44663

For Office Use Only

Registration No.: _____

Date: _____

Fee: _____

Inspection Date: _____

Year No.: _____

VACANT BUILDING REGISTRATION

Vacant buildings must be registered with the City within 90 days, or within 30 days if notice has been given by the Code Administrator. Please make checks payable to the City of New Philadelphia.

The purpose of the New Philadelphia Vacant Building Registry is to identify vacant residential, commercial, and industrial buildings and structures, as well as to enact responsibilities of the owners of said vacant properties to ensure the protection of residential and commercial neighborhoods of the City of New Philadelphia from becoming blighted through the lack of adequate maintenance.

FEE SCHEDULE	
Commercial/Industrial	
Registration (Years 0-1)	\$300
1 st Renewal (Years 1-2)	\$600
2 nd Renewal (Years 2-3)	\$1,200
3 rd Renewal (Years 3-4)	\$2,400
Every Subsequent Renewal	\$4,800
Residential	
Registration (Years 0-1)	\$150
1 st Renewal (Years 1-2)	\$300
2 nd Renewal (Years 2-3)	\$600
3 rd Renewal (Years 3-4)	\$1,200
Every Subsequent Renewal	\$2,400

If the owner does not reside within a 45-mile radius of New Philadelphia, a property agent, manager, or caretaker residing within said radius shall be appointed by the property owner.

Vacant Building Information

Property Address: _____	Parcel No.: _____
Date Vacated: _____	Vacated building plans: <input type="checkbox"/> Renovation <input type="checkbox"/> Sale <input type="checkbox"/> Demolition <input type="checkbox"/> Rental

Owner Information

Owner's Name: _____	Phone No.: _____
Address: _____	
Email: _____	

Additional Owner Information

Owner's Name: _____	Phone No.: _____
Address: _____	
Email: _____	

Additional Owner Information

Owner's Name:	_____	Phone No.:	_____
Address:	_____		
Email:	_____		

Property Agent/Manager/Caretaker Information

Property Manager's Name:	_____	Phone No.:	_____
Address:	_____		
Email:	_____		

Lien Holder Information

Lien Holder's Name:	_____	Phone No.:	_____
Address:	_____		
Email:	_____		

Additional Lien Holder Information

Lien Holder's Name:	_____	Phone No.:	_____
Address:	_____		
Email:	_____		

Additional Lien Holder Information

Lien Holder's Name:	_____	Phone No.:	_____
Address:	_____		
Email:	_____		

Applicant Certification Statement

I hereby understand that by signing this Vacant Building Registration, I am responsible for the upkeep and security of the property located at the above-mentioned address. I understand that the property must be maintained in terms of general exterior maintenance, dead/overgrown vegetation, and general mowing. I ensure that the property will be kept free of trash, junk, and debris. In addition, the property will also be kept safe and secure to prevent unwanted entry and trespassing. I am aware that my property will be subject to bi-yearly inspections and that I must renew my registration annually. Failing to do so may result in fines up to \$1,000. During the year if my property becomes inhabited, I will notify the Service Director's Office at 330-364-4491 extension 1275.

Signature of Property Owner or Representative

Date