



Middlefield Village Zoning Department
14860 N. State Avenue Middlefield, Ohio 44062 (440) 632-5248

VACANT PROPERTY/BUILDING REGISTRATION FORM

All vacant properties/buildings must register with the Middlefield Village Zoning Department in accordance with the Vacant Property and Buildings Ordinance – Chapter 1311 of the Middlefield Village Codified Ordinances. Please complete this form for each vacant property address. Temporary exemptions for disaster-affected properties, structures actively under construction, properties listed with a licensed Realtor in the State of Ohio, or a vacant property that is being marketed for rent may be approved upon written request.

Section I: Address of Vacant Property/Building (Required)

Street Address: _____

Section II: Property Owner Information (Required)

(No P.O. Boxes are permitted; must provide a building address.)

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

Property Owner's Name: _____

Owner's Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail Address: _____

Telephone Number: _____ Cell Number: _____

Designated Agent or Contact Person: _____

Address: _____

Village: _____ State: _____ Zip Code: _____

E-Mail Address: _____

Telephone Number: _____ Fax Number: _____

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

(Please use the supplemental form to list each additional partner, officer, or trustee.)

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: _____

E-Mail Address: _____

Telephone Number: _____ Fax Number: _____

Section III: Designated Agent / Property Manager (if owner is further than 25 miles of Middlefield)

Name: _____

Address: _____

Phone: _____

E-Mail Address: _____



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Section IV: Vacant Building Plan (Required)

I hereby submit a plan of (*Please Circle*): Demolition | Secure Vacancy | Rehabilitation:

Section V: Proof of Insurance (Required)

If submitting a plan of demolition, please also provide proof of holding in escrow with the Middlefield Village the amount of ten thousand dollars (\$10,000). If the amount to be paid into escrow cannot be paid in full, the Village will place a lien on the property for the full ten thousand dollar deposit amount. Escrow funds will be released upon completion of the work or transfer of ownership, provided that all fees have been paid in full. New owners must sign a form accepting responsibility for completing the demolition. Use additional paper to outline further details pertaining to your plan.

Escrow for Demolition:

Yes

No

Section VI: Fees (Required)

Please make checks payable to **Middlefield Village**. The vacant property registration payment included with this form pertains to the current year of vacancy and is (*Please Circle*) for year ____:

Current Year	1 st yr	2 nd yr	3 rd yr	4 th yr	5 th yr or later
Residential:	\$200	\$400	\$800	\$1600	\$3,200

I, _____, hereby request to register the vacant property/building listed above and acknowledge that the information above is complete and accurate. I have read and understand Section 1311 of the Middlefield Village Codified Ordinances for owning a vacant property in the Middlefield Village and agree to comply with these requirements. In accordance with this Ordinance, I agree to notify any future owner of this vacant building registration.

_____/_____
Applicant's Signature **Date**

Subscribed and duly sworn before me according to the law, by the above named applicant this day _____ in the Village of _____.

Notary Signature: _____