



VACANT RESIDENTIAL AND COMMERCIAL PROPERTIES REQUEST FOR AN EXEMPTION FORM

All vacant residential and commercial properties must register with the City of Coshocton Property Code Department in accordance with the Vacant Residential and Commercial Properties ordinance – Chapter 1355 of the Codified Ordinances of the City of Coshocton. An exemption can only be granted by the Property Code Department upon receiving a **COMPLETED** exemption form. Requests for an exemption must be received within 90 days of acquiring the property in accordance with the Coshocton County Auditor's website. Below please identify, for each property, the exemptions that you are requesting. You are required to provide all supporting documentation to support your request for an exemption (e.g., a copy of lease if it is not vacant, listing agreement with a State of Ohio licensed real estate broker/firm if it is on the market for sale).

You will be notified whether or not your exemption has been granted. If it is not approved, you will be required to register within 30 days of notification. Per the ordinance, the Property Code Department will make a decision and notification will be made within 7 days of the filing of the request for exemption.

___ The building under active construction/ renovation and having a valid building permit(s) at the time of initial inspection shall be exempt from registration until the expiration of the longest running, currently active building permit.

___ The building suffered fire damage or damage caused by extreme weather conditions shall be exempt from the registration requirement for a period of 90 days after the date of the fire or extreme weather event if the property owner or person in control submits a request for exemption in writing to the Property Code Department. This request shall include the names and addresses of the owner or owners or person or persons in control, and a statement of intent to repair and reoccupy the building in an expedient manner, or the intent to demolish the building.

___ The building is for sale and listed with a licensed State of Ohio realtor shall be exempted for a period of 12 months from the start of vacancy, provided that the owner or person in control submits proof to the Property Code Department of such listing and for sale status. The owner or person in control shall provide the name and contact information for any realtor listing the property to the Property Code Department. A property for sale by owner can be exempt if sufficient evidence is provided to the City that the property is "for sale" and that the owner is actively attempting to sell the property.

___ The building that has been granted an exemption pursuant to the following: Any owner or person in control of a vacant building may request an exemption from the

provisions of this chapter by filing a written application with the Property Code Department, which shall timely consider same. In determining whether a request for exemption should be granted, the Property Code Department shall consider the following: The applicants prior record as it pertains to City Housing Code, Building Code, or Property Maintenance Code violations; the amount of vacant property the applicant currently has within the city; and the length of time that the building for which the exception is sought has been vacant.

SECTION I: ADDRESS OF THE PROPERTY THE EXEMPTION REQUEST IS BEING MADE FOR.

SECTION II: PROPERTY OWNER INFORMATION (REQUIRED) (NO P.O. BOXES PERMITTED)

IF AN INDIVIDUAL OWNER OR DESIGNATED AGENT, PLEASE COMPLETE THE FOLLOWING:

Property Owner's Name: _____

Owner's Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Designated Agent or Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

ADDITIONAL INFORMATION AS REQUESTED (ATTACH IF NECESSARY)

- | | | |
|--|-----------|----------|
| 1) Copy of Listing agreement with licensed real estate company | Yes _____ | No _____ |
| 2) Copy of valid building permit issued by the City of Coshocton | Yes _____ | No _____ |
| 3) List of other properties owned in the City of Coshocton | Yes _____ | No _____ |
| 4) Information on length of time the building has been vacant | Yes _____ | No _____ |
| 5) Information regarding property maintenance violations | Yes _____ | NO _____ |

I, _____, hereby acknowledge that the information provided above is complete and accurate. I have read and understand Chapter 1355 of the Coshocton Codified Ordinances for owning vacant property in the City of Coshocton 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 of _____, 20_____.

Notary Signature: _____