



CITY OF COSHOCTON PROPERTY CODE DEPARTMENT VACANT BUILDING OWNER REQUIREMENTS

If a building in the City of Coshocton is vacant more than 90 days, the owner must:

1. **Secure** all openings to prevent unlawful entry.
 - Openings with secure doors and windows, without broken or cracked glass, may be left as-is so long as they remain secure in good condition
2. **Register** the vacant building with the City of Coshocton, Property Code Department
 - The name(s) and residential and mailing address(es) of the owner or owner(s); or person in control or persons in control.
 - If the owner or person in control does not reside in Coshocton County, the name and address of any third party who the owner or person in control has entered into a contract or agreement with for property management. By designating an authorized agent under the provisions of this section, the owner or person in control is consenting that the third party is authorized to receive any and all notices relating to the property and conformance of any and all ordinance.
 - The names and addresses of all known lien holders and all other parties with an ownership interest in the property.
 - A telephone number where the owner, person in control can be reached at all times during business and non-business hours.
 - The registration fee for vacant residential buildings is \$200 the first year the building remains vacant and the annual fee doubles for each subsequent year until the fee reaches \$3200 in the fifth year and will then be \$3200 for each year thereafter.
 - The registration fee for vacant commercial buildings is \$800 the first year the building remains vacant and the annual fee doubles for each subsequent year until the fee reaches \$6400 in the fourth year and will then be \$6400 for each year thereafter.
3. **Maintain** the property and visit regularly to verify the property is clean and secure.
 - Keep the lot clean. Maintain fences and gates. Cut the grass, remove weeds, garbage, debris, dead trees and fallen limbs. In winter, shovel any accumulated snow to allow public use of adjacent sidewalk and keep the property free from pests such as rats and other rodents. Bait the property as necessary.
 - Maintain foundations, basements, exterior walls, exterior windows and doors, roofs, gutters, downspouts, chimneys, flues, outside stairs, steps, decks, porches, and balconies.
 - Keep the building interior free from junk, debris, trash, rodents and pests. Maintain or winterize plumbing and heating systems. Maintain the foundation, floors, walls, stairs, and ceilings. Exit doors should be secured with an internal deadbolt lock. Maintain interior stairs in a safe, usable condition.

- The name(s) and residential and mailing address(es) of the owner or owner(s); or person in control or persons in control.
4. **Submit** a vacant building plan which must meet the approval of the Property Code Department. The plan, at a minimum, must contain information from one of the following three choices:
- If the building is to be demolished, a demolition plan indicating the proposed time frame for demolition, which includes starting within 30 days of acceptance of the proposed demolition timeline and completion according to plan, and does not exceed one year, in accordance with the Ohio Building Code; or
 - If the building is to remain vacant, a plan for the ensuring the building is secured along with the procedure that will be used to maintain the property, and a statement of the reasons why the building will be left vacant (e.g., building is for sale, and the like); or
 - If the building is to be returned to appropriate occupancy or use, a rehabilitation plan for the building and grounds. The rehabilitation plan shall not exceed 12 months from the time they obtain permits, unless the Property Code Department grants an extension upon receipt of a written statement from the owner detailing the reasons for the extension. Any repairs, improvements or alterations to the property must comply with any applicable zoning, housing, historic preservation, or building codes, and the property must be secured during the rehabilitation.

Forms and payments can be made at Coshocton City Hall, 760 Chestnut Street, Coshocton, OH 43812