



VACANT AND ABANDONED STRUCTURE REGISTRATION FORM

The City of Cedar Springs requires that all vacant or abandoned structures and buildings be registered with City Hall. The City Council has determined that vacant and abandoned buildings lower property values, leads to deteriorating housing conditions, undermines the quality of neighborhood life, affects the public health, safety and general welfare and can also result in human injury and facilitate criminal activities. It is also determined that vacant and unoccupied structures occupy an inordinate amount of City administrative and ordinance enforcement resources.

The ordinance defines a vacant or abandoned structure as:

Vacant or abandoned structure means any building which has been used or was intended for use as a residential dwelling or commercial structure, in whole or in part, including an accessory building, which has become vacant or abandoned for a period of at least 60 consecutive days for residential structures and 180 consecutive days for commercial structures and which also meets at least one of the following conditions:

- (1) Is not secured;*
- (2) Is fire damaged to an extent which prohibits safe human occupancy;*
- (3) Is the site of loitering or vagrancy;*
- (4) Demonstrates a lack of property maintenance and upkeep as evidenced by one or more current violations of the International Property Maintenance Code;*
- (5) Is under notice for existing violation(s) of City ordinances;*
- (6) Is a residential structure secured for at least 60 days with plywood boarding or its equivalent, or a commercial structure secured for at least 180 days with plywood boarding or its equivalent;*
- (7) Has taxes in arrears to the City for a period of time exceeding 365 days;*
- (8) Has the utility heat source of gas and/or electric disconnected or discontinued;*
- (9) Is under a condemnation notice or legal order to vacate;*
- (10) Is structurally unsound; or*
- (11) Is a potential hazard or danger to persons.*

Owners of vacant or abandoned structures shall register such properties with the City and pay an initial registration fee and a monthly administrative monitoring fee. The duty to register a vacant or abandoned structure shall not require prior notice to the owner by the City. Registration of an abandoned structure does not preclude the City from taking appropriate actions to secure the property or to issue orders to repair or abate dangerous, hazardous or unlawful conditions or from acting to eliminate an imminent hazard to public health and safety.

**Individuals wishing to receive assistance in completing this form are asked to
contact City Hall at 616.696.1330.**



Office Use

VACANT AND ABANDONED STRUCTURE REGISTRATION FORM

Property Address/Parcel ID#: _____

Property Owner/Registered Agent: _____

Daytime Phone Number: (____) _____ - _____

E-mail: _____

Contact Mailing Address: _____

List other known parties with ownership or lease interest in the property below: _____

Property Management Name and Phone Number: _____

1. End date of most recent occupancy: ____ / ____ / ____ Reason for vacancy: _____

2. What was the most recent use of the property? _____

3. Please list any mortgages, liens or back-taxes and their approximate amounts on the property: _____

4. Please indicate/circle your plans for future use of this property:

SELL REPAIR REUSE DEMOLISH

5. If you circled Sell, may we give prospective buyers your contact information? _____

6. Would you consider donating this property to the Downtown Development Authority? _____

7. Water leaks can cause massive damage and be very expensive; if not already shutoff would you like the City to turn the water off to this property? Yes No

8. If you circled Repair, please indicate what interior or exterior repairs are required to reuse the property and comply with City ordinances:

Items in need of repair	Expected repair completion date	Notes

(Add additional sheets as necessary)

(If you circled Reuse you may have to obtain a zoning permit and/or a certificate of occupancy prior to reoccupation of the vacant structure.)

(If you circled Demolish you must obtain a permit to wreck from the City's building inspector, Imperial Municipal Services (616) 863-9294 prior to the demolition.)

Upon registration with the City, the code enforcement official will inspect the property to identify any code violations and will report any violations to the owner and/or property management contact. The code enforcement official will then re-inspect the property on a regular basis to ensure that the vacant property does not become blighted. The code enforcement officer will use the information provided on this form to contact responsible parties prior to issuing municipal tickets for violations. Property owners are responsible for updating all information on this form and must do so within 7 days of any changes.

Applicant's Signature: _____
BY SIGNING THIS FORM I ACKNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF KNOWLEDGE AND THAT I UNDERSTAND AND INTEND TO ABIDE BY THE REQUIREMENTS OF THE CITY'S BLIGHT ORDINANCES.

City Employee Receiving Application: _____

Registration Approved: Yes No Date: _____ / _____ / _____

City Manager's Signature: _____

Fee Paid:	<input type="checkbox"/> Initial Registration	\$ 50.00
	<input type="checkbox"/> Monthly Monitoring Fee	\$ 25.00