REGISTRATION OF VACANT BUILDING

I, ____________________________________________, Owner of vacant property known as _________________________________, do hereby submit this yearly Registration of Vacant Building for said property to the Department of Neighborhood Development Services, as required by Charlottesville City Code, Section 5-161. Vacant Building Registration.

With this application I am submitting the required registration fee of $25.00.

Date ____________________ ______________________________
Owner

City Code Sec. 5-161: Vacant Building Registration

(a) The owner of any building which has been vacant for a continuous period of twelve (12) months or more shall register such building with the City on or before January 1 of each calendar year. Such registration shall be with the department of neighborhood development services on a form prescribed by the director of that department. Every person filing registration forms shall pay an annual registration fee of twenty-five dollars ($25.00) to defray the cost of processing the registration. For the purpose of this section, the term “owner” means the owner of record of the building, or a duly authorized representative or agent of the owner of record.

(b) Any person who fails to register a vacant building by the January 1 deadline shall be subject to a fifty dollar ($50.00) civil penalty. Any person who fails to register any vacant building that has been designated as blighted pursuant to the provisions of Division 5 of this chapter shall be punished by a civil penalty not exceeding two hundred fifty dollars ($250.00) for each building that is not registered.

(c) At least thirty (30) days prior to the assessment of any civil penalty, the director of neighborhood development services or his designee shall mail to the owner, at the address to which property tax notices are sent, notice of the failure to comply with the registration requirements of this section. Upon re-occupancy the owner shall promptly notify the department of neighborhood development services.

Please make check or money order payable to: City of Charlottesville

Mail to: Neighborhood Development Services
       Attn: Patricia R. Carrington
       P.O. Box 911 – City Hall
       Charlottesville, VA 22902