



# City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414

Phone: (304) 725-2311 ♦ Web: [www.charlestownwv.us](http://www.charlestownwv.us)

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## VACANT STRUCTURE VOLUNTARY REGISTRY

*Article 1759 of the City of Charles Town Codified Ordinance*

Property Address:

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List reason(s) why the property is vacant:

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### Owner(s) Information

Name(s):

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Mailing Address:

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E-mail Address:

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Telephone Numbers:

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Owner(s) Agent Information (if applicable)

*Non-resident owners must designate, in such registration, an agent who is a natural person and a resident of the State of West Virginia who will receive any notices sent by the City on behalf of such non-resident owner, and who is authorized to accept service of legal process on behalf of such non-resident owner.*

Name(s):

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Mailing Address:

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E-Mail Address:

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Telephone Numbers:

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Provide a telephone number where a responsible party can be reached at all times during business and non-business hours:

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Provide vacant building plan. The plan, at a minimum, must contain information from one of the following three choices of the property:

- (1) If the building is to be demolished, a demolition plan indicating the proposed time frame for demolition.
- (2) If the building is to remain vacant, a plan for securing of the building, 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. Securing of the structure shall meet the standards of the International Residential Code (IRC) or International Building Code (IBC), whichever is applicable.
- (3) If the building is to be returned to appropriate occupancy or use, a rehabilitation plan for the property. The rehabilitation plan shall not exceed 365 days.

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Please note that it is the responsibility of the property owner or owners to notify the Vacant Structures Board if the structure is occupied lawfully. Failure to do so will result in the City to presume the property to be vacant and will continue to assess a registration fee.

APPLICATION IS HEREBY MADE to the City of Charles Town for registration under the Vacant and Uninhabitable Vacant Structures Ordinance pursuant to the West Virginia State Building Code for the construction of building, additions, or alterations or for removal or demolitions, as here in described. The applicant agrees to comply with all applicable laws, ordinances and regulations. The applicant further agrees that the Code Official, or any officer or employee of the City of Charles Town Code Enforcement Division, shall be permitted to enter upon any building, structure or premises for which a vacant structure registry application has been filed, or has been issued without interference, and upon reasonable notice and during reasonable working hours.

Signature of Property Owner:

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Date:

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