



City of Mentor on the Lake

VACANT BUILDING REGISTRATION
and
MONTHLY INSPECTION REPORT

ADDRESS OF VACANT BUILDING

NAME OF OWNER, LESSEE, OR PARTY IN CONTROL OF VACANT BUILDING

()
PHONE NUMBER AND EMAIL ADDRESS OF OWNER, LESSEE, OR PARTY IN CONTROL

@

MAILING ADDRESS OF OWNER, LESSEE, OR PARTY IN CONTROL

/ /
INITIAL DATE OF VACANCY

/ /
DATE OF OWNERSHIP OF VACANT BUILDING

\$300.00 Registration fee of Vacant Building Required. For as long as this building remains vacant, the required registration fee of \$300.00 and the registration application must be renewed annually by January 1st of each subsequent year.

"Vacant building" is a building which is not occupied by its owner, lessee, or other person in lawful possession for a period in excess of sixty days, or at which substantially all lawful business operations or residential occupancy has ceased for a period in excess of thirty days, or which is substantially devoid of content.

/ /
DATE OF INSPECTION

* Vacant buildings must be maintained and inspected monthly.

THE FOLLOWING ITEMS HAVE BEEN MAINTAINED AND INSPECTED FOR COMPLIANCE:

(Please initial next to each item to show compliance)

- 1. Grass and weeds shall be kept at a maximum height of 6 inches. Shrubbery must be kept trimmed and neat and kept from encroaching on or touching the building.
2. All building exteriors shall have adequate weather protection, including paint, siding, and/or similar finishes in good condition.
3. All buildings and grounds must be secured against trespassers and rodents. This includes maintaining all or exterior doors, windows and yard fencing in a good and secured condition. No boards, plywood or similar means materials may be used to secure windows and doors. Doors, and/or windows that are deemed insecure shall be secured by their replacement with similar, new doors or window units equipped with locking hardware.
4. Roofs on all buildings shall be in good, weather tight condition with no leakage.
5. Any accumulated trash or debris must be removed from the property immediately.
6. Graffiti, tagging or similar markings must be immediately removed or painted over with an exterior grade paint that matches the exterior color of the structure.

_____ 7. Pools and spas shall be drained and kept dry. Properties with pools and spas must comply with the minimum security fencing requirements of the City.

_____ 8. Adherence to this section does not relieve the owner of agent in control of the property of any obligations set forth in any covenants, conditions, restrictions, homeowners' association rules and regulations and/or codified ordinances or building codes which may apply to the property.

Please list any exceptions to the above compliance requirements with a plan for remedy. Please include the date to complete, if applicable:

EXEMPTIONS:

Waivers exempting compliance with the provisions of this chapter can be obtained in writing on a form provided by the City under the following circumstances as long as the property is kept in safe, secure, and habitable condition in the owner's absence.

_____ 1. Fire damaged buildings: as long as cleanup, repair or demolition is initiated within one hundred eighty (180) days from the date of the fire and completed within 210 days if demolished and 360 days otherwise.

_____ 2. Extended vacationers or temporary change in living arrangements: A resident on an extended vacation for up to eight (8) months or in an alternative temporary living arrangement, with the intention of re-occupying the property.

_____ 3. A former owner-occupant who has moved and the Owner is attempting to sell his or her vacant home and so long as the house is actively on the market.

_____ 4. Estate of a deceased Mentor-on-the-Lake homeowner which is actively attempting to sell the vacant home.

_____ 5. The dwelling is under active construction/renovation and has a valid building permit(s). The applicant longest understands that, at the time of initial inspection, they will be exempt from registration until the expiration of the running, currently active building permit.

_____ 6. Any Owner of a vacant dwelling may request an exemption for other reasons from the provisions of this Chapter 1466 by filing a written application with the Planning and Zoning Commission.

SALE OR TRANSFER OF PROPERTY

The Owner, agent, or party in control of any vacant building or a mortgagee that has filed and is currently maintaining an open foreclosure action regarding a vacant building, shall apply for and obtain a point of sale inspection pursuant to Chapter 1464 prior to selling, transferring, or conveying any interest in or entering into an agreement to sell, transfer or otherwise convey an interest in such property.

Please review: [Ordinance 1466.03 NOTICE OF VIOLATION](#)

SIGNATURE OF OWNER, LESSEE OR PARTY IN CONTROL OF VACANT BUILDING

DATE

Please return to: City of Mentor on the Lake or servicedir@citymol.org
Zoning Department
5860 Andrews Rd.
Mentor on the Lake, OH 44060