



**CITY OF MUSKEGON HEIGHTS INSPECTIONS DEPARTMENT
VACANT BUILDING REGISTRATION APPLICATION
2724 PECK STREET, MUSKEGON HEIGHTS, MI 49444
(231) 733-8860 FAX (231) 733-8867**

FORM APPLICATION

1. This form is required to be filed if a building has been vacant for 90 consecutive days.
2. Forms may be mailed to the Muskegon Heights Inspections Department, or faxed when completed to (231) 733-8867.
3. **It is your duty to amend this registration within 30 days of receiving this form. If no action is taken in the time period allowed, the structure will be considered vacant and you may be invoiced.**
4. These requirements under **Section 18-68** of the City ordinance are applicable to each owner of any building that has been vacant for more than 90 days.
5. For the purpose of filing this form an owner is defined as shown in the following ordinance excerpt: For purposes of this section, the following shall also be applicable:
 - A) If the owner is a corporation or a limited liability corporation, the registration must provide names and residence addresses of all officers, directors and/or members and must be accompanied with a copy of the most recent annual tax report;
 - B) If an estate, the name and business address of the executor of the estate;
 - C) If a trust, the name and address of all trustees, grantors and beneficiaries;
 - D) If a partnership, the names and residence addresses of all partners with an interest of ten percent or greater;
 - E) If any other form of unincorporated association, the names and addresses of all principals with an interest of ten percent or greater;
 - F) If an individual person, the name and address of the individual.

If in need of assistance filling out the vacant registration form, please contact Muskegon Heights Inspections Department at (231) 733-8860.

There are ordinance provisions where an owner may request a one-time waiver of fee, after an invoice has been received, however within 30 days of the invoice date. The most frequent requests are listed below. Please contact our staff to see if there are any further waivers you may be qualified for, if you do not meet the qualifications listed.

(5) *One time waiver of registration fee.* A one-time waiver of the registration fee may be granted by the city manager, or designee, upon application of the owner if the owner:

- I. Demonstrates with satisfactory proof that the owner is in process of demolition, rehabilitation, or other substantial repair of the vacant building; and
- II. Objectively demonstrates the anticipated length of time for the demolition, rehabilitation or other Substantial repair of the vacant building; or
- III. Provides satisfactory proof the owner is actively attempting to sell or lease the property during the vacancy period.

Request to waive fees form is located in the Inspections Department



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(2020)

DATE: _____ PARCEL# _____ DATE OF VACANCY _____

VACANT PROPERTY ADDRESS: _____

TYPE OF STRUCTURE: D COMMERCIAL D INDUSTRIAL D RESIDENTIAL UNITS IN BLDG _____

Owner(s) Name (print): _____

Contact Address: _____

City: _____ State: _____ Zip _____

Phone: _____ Fax: _____ *If there are multiple owners such as an estate, association, LLC, or partnership, you must attach a separate sheet and provide the requested information for ALL owners, principals of the entity. For more information regarding this requirement see first page of form.

Alternate Contact: (Required if all listed owners live out of state)

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: _____ Fax: _____ *This person/entity must reside in Michigan, must be authorized to accept service of process on behalf of the owners and be designated as a responsible, local party or agent, both for purposes of notification in the event of an emergency affecting public health, safety or welfare and for purposes of service of any and all notices or registrations.

Owner(s) or Agent Signature: _____ Date: _____

There are no fees due for any vacant period prior to January 26, 2008, the start date of the Ordinance.

CURRENT FEE SCHEDULE:

Vacant less than 1 year	\$0
Vacant 1 year but less than 2 years	\$500
Vacant 2 years but less than 3 years	\$1,000
Vacant 3 years but less than 5 years	\$2,000
Vacant 5 years but less than 10 years	\$3,500
Additional \$500 for each year in excess of 10 years	

Signature of server _____ Subscribed and Sworn to me a Notary Public, This _____ day of 20 _____

Notary Public, Muskegon Co., MI expires on _____