



COMMUNITY DEVELOPMENT DEPARTMENT – BUILDING DIVISION
2101 JEFFCO BOULEVARD, ARNOLD, MO 63010
TEL. (636) 282-2378 ~ FAX: (636) 282-6677
WEB: WWW.ARNOLDMO.ORG

For Staff Use Only	
Date received:	_____
Fee amount:	_____
Notes:	_____

VACANT STRUCTURE REGISTRATION AND RENEWAL FORM

The owner(s) of all real property, or the authorized representative of owner, shall register said real property with the Building Commissioner or designee within fourteen (14) calendar days after the real property meets the definition contained in Chapter 530, Vacant Structure Registration, or becomes classified by the City, based upon evidence of vacancy, as vacant or abandoned. Any owner or responsible party that fails to comply with the registration requirements of this Chapter shall be subject to the general penalty provisions as provided in Section 100.140 of the Code of Ordinances of Arnold Missouri.

REGISTRATION TYPE AND FEE STRUCTURE

(✓ Check One)

<input type="checkbox"/> Initial Registration	<input type="checkbox"/> 1 st Renewal	<input type="checkbox"/> 2 nd Renewal	<input type="checkbox"/> 3 rd Renewal	<input type="checkbox"/> 4 th Renewal	<input type="checkbox"/> _____ Renewal
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Initial Registration: \$50 (One Year)

1st Renewal: \$50 (6 months) 2nd Renewal: \$50 (6 months)

Additional Renewals: \$100 (6 months)

After 3 years additional monthly fines may apply

PROPERTY INFORMATION

Address of Vacant Structure/Property

County Parcel Identification Number(s) of Property

OWNER INFORMATION

(Use additional sheets as necessary)

Names of all owners

Current address of all owners*

Physical address of all owners if different from above

Primary telephone number of all owners

Mobile telephone number of all owners

Email Address of all owners

Fax number of all owners

**A mailing address provided by the owner(s) for official correspondence, that is different than the owner's physical address, where such correspondence will be acknowledged as received by the owner(s). If certified/"return receipt requested" mail sent to the address is returned for whatever reason, including, but not limited to it being marked "refused" or "unclaimed," then such occurrence shall be prima facie proof that the owner has failed to comply with this requirement.*

LIEN HOLDER INFORMATION

(Use additional sheets as necessary)

Lien Holder(s) and associated primary contact person

Current mailing address of lien holders

Primary telephone number of all lien holders

Email Address of all lien holders

PARTY, PERSON, FIRM RESPONSIBLE FOR CARE AND CONTROL OF PROPERTY

(Use additional sheets as necessary)

Company and name of primary contact

Current mailing address

Physical address if different from above

Primary telephone number

Email Address

Note: *If the real property is owned by a corporation and/or a beneficiary, trustee, or if the owner is located more than fifty (50) miles away, the corporation, beneficiary, trustee, or owner shall designate a local authorized representative who will be responsible to maintain the real property in compliance with the provisions of this Chapter. A local authorized representative must be located within a fifty (50) mile radius of the City of Arnold and be available during a majority of the working week (Monday through Friday, 8:00 a.m. to 5 p.m.). The mailing address provided herein shall be utilized for official correspondence, where such correspondence will be acknowledged as received by the authorized representative. If certified/"return receipt requested" mail sent to the address is returned for whatever reason, including, but not limited to it being marked "refused" or "unclaimed," then such occurrence shall be prima facie proof that the representative has failed to comply with this requirement.*

PERMISSION TO ACCESS ALL EXTERIOR AREAS OF THE REAL PROPERTY FOR INSPECTION PURPOSES

I _____, owner/authorized representative, hereby grant permission to the City of Arnold full access to all exterior areas of the real property for inspection purposes. Further, I agree to indemnify and hold harmless the City of Arnold, its employees, officials, and assigns from any damage caused directly or indirectly related to accessing the real property for exterior inspection purposes.

SUBMITTAL REQUIREMENTS

- 1) Completed registration and Statement of Intent form.
- 2) Proof of Liability Insurance (Residential properties of 1 or 2 units - \$250,000; Residential properties of 3 or more units - \$500,000, Commercial; manufacturing, storage or any nonresidential property - \$1,000,000).
- 3) List all persons authorized to be present in the structure/on the property and notices of trespass to the police authorizing the arrest for trespass of individuals not on the list.
- 4) Required fees.

STATEMENT OF INTENT

Please answer the following questions using additional sheets as necessary.

- 1) *What is the expected period of vacancy of the property (including the date of initial vacancy)?*

- 2) *What is the plan and timeline for the lawful occupancy, rehabilitation, removal or demolition of the structure?*

- 3) *What is the plan (including timeline) for the regular maintenance of the property during vacancy to assure the premises remains free from nuisance conditions and in conformance with the City's vacant structure maintenance standards, property maintenance, building, and all other applicable City ordinances?*

- 4) *What measures/plans (including timelines) will be taken to ensure that the structure will be kept weather tight and secure from trespassers and that it will be safe for entry by police officers, firefighters and code or building inspectors in time of exigent circumstances or emergency as well as at times of reasonable inspection?*

AUTHORIZATION, CERTIFICATION, AND ACKNOWLEDGEMENT

I/We the undersigned hereby certify and understand that:

- I. The information submitted in this application is an accurate representation of the facts on the date of the application; and**
- II. The registration/license fee does not constitute official licensing until City inspectors have verified compliance with all the provisions of the Vacant Property Registration ordinance and Property Maintenance Code.**

Owner/Authorized Agent Signature(s)

Date

(Use additional sheets as necessary)

List of Persons/Firms Authorized to Access Vacant Property ~ and ~ Request for Trespass Notice

PROPERTY ADDRESS: _____

AUTHORIZED PERSONS/FIRMS: (Use additional sheets as necessary)

1. _____
2. _____
3. _____
4. _____
5. _____

I request the Arnold Police Department to serve a *Notice Against Trespass* and make arrest as necessary for any person not on the above list for the subject property.

I also request that a *Notice Against Trespass* be served to the following persons, to remain in effect until _____:
(date)

1. Name: _____ D.O.B. _____
2. Name: _____ D.O.B. _____
3. Name: _____ D.O.B. _____

Issued by (Owner or Agent)
Duly Authorized

Date

Witness

Date

Owner/Agent: Please submit this form to the City of Arnold Community Development Department. This form will be delivered to the Arnold Police Department upon receipt. A copy will be kept on file in the Building Division office.