



# VACANT STRUCTURE APPLICATION

125 N. Court Street, PO Box 298 Fayetteville WV 25840  
Phone (304)574-0101 FAX (304)574-3765  
[town@fayettevillewv.gov](mailto:town@fayettevillewv.gov)

Date Filed: \_\_\_\_\_ Registration Type: Residential Commercial

In accordance with Fayetteville Municipal Code 1150 (available on-line at [www.fayettevillewv.gov](http://www.fayettevillewv.gov))

### PROPERTY & STRUCTURE INFORMATION

Location of Property:

A – Street Address: \_\_\_\_\_ (mandatory)

B – Tax Map & Parcel ID: \_\_\_\_\_ (mandatory)

Is your structure vacant? Yes No Do you still own this property? Yes No

*\*\*If you answered "YES" to both of the above questions, you are required to complete the remainder of the form and return it to Town Hall.  
\*\*If you answered "NO" to either question, you are not required to complete the form, but we request you at least notify Town Hall for our records.*

Utilities: Electricity: On Off Water: On Off Gas: On Off Sewer: On Off

### **OWNER(S) INFORMATION** (Need physical and mailing address – attach additional sheets if necessary)

An owner is defined as "when applied to property, includes any part owner, joint owner or tenant in common of the whole or part of such property."

#### **If the property is owned by:**

- An individual person, please provide the name and residential address of the individual person.
- An estate, please provide the name and business address of the executor.
- A trust, please provide the names and addresses of all trustees, grantors, and beneficiaries.
- A partnership, please provide the names and residential addresses of all partners with an interest.
- A corporation, please provide the names and residential addresses of all officers and directors of the corporation.
- Any other form of unincorporated association, the names, and residential addresses of all principals with an interest of 10% or greater.
- If the status of this information changes, it is the responsibility of the owner to contact this office in writing advising of those changes within 30 days.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

If the owner is not a resident of West Virginia, please provide a designated local property agent.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Please provide a brief description of what the structure will be used for, and the timeline:

**Fee Schedule**

- Less than 1 year = \$0
- 1 yr, less than 2 = \$500
- 2 yr, less than 3 = \$1,000
- 3 yr less than 4 = \$2,000
- 4 yr less than 5 = \$3,000
- 5 yr, less than 6 = \$4,000
- 5yrs plus = \$4,000 + \$300/yr

For more information please refer to **Article 1150 Vacant Buildings Registration**