



# 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**