



**City of Muskegon**  
**Planning & Economic Development Department**  
**Vacant Building Registration Form**

Date: \_\_\_\_\_ Parcel # 24- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

Vacant Property Address: \_\_\_\_\_

(A separate form must be used for each property)

Type of Structure:  Commercial  Industrial  Residential Units in Building \_\_\_\_\_

Owners Name \*: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_

(P.O. Boxes are not acceptable)

City, ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Signature \_\_\_\_\_

(Must be signed by owner or an authorized agent for the owner)

\* If there are multiple owners such as an estate, association, LLC or partnerships, you must attach a separate sheet and provide the requested information for ALL owners/principals of the entity. For more information regarding this requirement please see reverse side of this form.

Alternate Contact\*: (Required if all listed owners live out of state) Fax \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth : \_\_\_\_\_

\* 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 registration.

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

**CURRENT FEE STRUCTURE:**

Vacant less than 1 year	\$0.00
Vacant 1 year but less than 2 years	\$500.00
Vacant 2 years but less than 3 years	\$1,000.00
Vacant 3 years but less than 5 years	\$2,000.00
Vacant 5 years but less than 10 years	\$3,500.00
Vacant at least 10 years is \$5,000.00 plus an additional \$500.00 for each year in excess of 10 years.	

**There are no fees due when filing this registration. All fees will be invoiced by the city annually when due based on the vacant date of the building. For instructions please see the reverse side.**

Additional Information:

**When completed please mail, fax or e-mail the front page of this form to:**

City of Muskegon  
Planning and Economic Development Dept.  
933 Terrace St.  
P.O. Box 536  
Muskegon, MI 49443

**Fax:** 231-724-6790 **E-mail:** [environmental.clerk@postman.org](mailto:environmental.clerk@postman.org)

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## **Form Information**

1. This form is required to be filed if a building has been vacant for 90 consecutive days.
2. Form may be faxed, when completed, to 231-724-6790. OR E-Mail: [environmental.clerk@postman.org](mailto:environmental.clerk@postman.org)
3. **It is your duty to amend this registration statement within 30 days of any changes in status or ownership. If no such notice is received regarding the status of a structure within the time limits, the building will be considered still vacant and you may be invoiced.**
4. The requirements of this ordinance section are applicable to each owner of any building that shall have 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 statement shall provide the names and residence addresses of all officers, directors and/or members and shall be accompanied by a copy of the most recent annual tax report filed with the secretary of state;*
  - (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 residence addresses of all principals with an interest of ten percent or greater;*
  - (F) *If an individual person, the name and residence address of that individual person.*

For any further assistance with the registration process please contact the Planning and Economic Development Department at 231-724-6702.

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

- (5) *One time waiver of registration fee.* A one-time waiver of the registration fee may be granted by the committee appointed by the city manager upon application of the owner if all taxes and fees, such as, but not limited to, property taxes, mowing charges, past vacant building registration fees landlord registrations, business registrations, utilities and any other applicable charges have been paid prior to application for the waiver. If the owner:
- i. Demonstrate with satisfactory proof that he/she is in the 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 that he/she was actively attempting to sell or lease the property during the vacancy period.

**Forms and additional information may be found at:**

<http://www.muskegon-mi.gov/departments/planning/planning-forms/>