



City of Jefferson
 Department of Planning & Protective Services
 320 E. McCarty Street
 Jefferson City, MO 65101
 Phone: 573-634-6410
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www.jeffersoncitymo.gov

Registration Fee: \$150.00*
 Monthly Fee: \$40.00*
 *Revised 6/30/2015

REGISTRATION OF ABANDONED STRUCTURE

Article VIII, Chapter 8 of the Code of the City of Jefferson, Missouri provides for the identification and registration of **abandoned structures**. Section 8-152 of the Code requires owners of abandoned structures to register such properties and pay a monthly administrative fee. If you own a building meeting the definition as provided in this code, *please complete, sign and return this form to:*

Director, Planning & Protective Services, City Hall, 320 E McCarty St, Jefferson City, MO 65101

If contact information changes, the City of Jefferson shall be notified within seven days of the change.

Registration requires all of the following information:

1. Owner Information

Name: _____

Owner Address (No PO Box): _____

Mailing Address(if different from above): _____

City: _____ State : _____ Zip: _____

Phone: Cell _____ Business _____ Home _____

2. Property Manager/Agent

Name: _____

Address (No PO Box): _____

Phone: Cell _____ Business _____ Home _____

3. Contact Person for Emergencies or Violations. This person must be a resident of the City of Jefferson or reside within 5 miles of the property.

Name: _____

Address(No PO Box): _____

Phone: Cell _____ Business _____ Home _____

4. List all residential property owned by this Owner; use back of sheet if necessary or attach list

Address of Abandoned Building	Reason & Estimated time of Vacancy

The information provided above is true and correct to the best of my knowledge.

Signature: _____ Relation to owner: _____

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

Excerpt from the Article VII, Chapter 8 of the Code of the City of Jefferson, Missouri

Sec. 8-152. Registration.

Owners of Abandoned Structure shall register such properties with the City and pay an administration fee. Registration shall occur upon the building meeting the requirements set forth in this Article, and in no event more than 15 days after notice by the City that the property is required to be registered. The duty to register an Abandoned Structure shall not require prior notice to the owner by the City. Registration of an Abandoned Structure does not preclude the City from taking appropriate actions to secure the property or to issue orders to repair or abate dangerous, hazardous or unlawful conditions or from acting to eliminate an imminent hazard to public health and safety.

Sec. 8-153. Registration Information.

- A For each Abandoned Structure each owner shall register with the City and provide the following information on an Abandoned Structure Registration Form available from the City:
1. The address of the Abandoned Structure;
 2. The legal names of all owners of the property;
 3. The complete mailing address of all owners;
 4. Telephone numbers of each owner, including cell phone and mobile phone numbers;
 5. Proof of identification of responsible owner;
 6. The name, address and telephone number of a local agent or representative authorized by the owner to handle the affairs of the property. For the purpose of this subsection, "local" shall mean a person who resides within the City of Jefferson or within 5 miles of the City limits and may be one of the owners. If the local representative is not an owner, the owners shall provide proof that the local representative is authorized to act on the owner's behalf and to accept, on behalf of the owner, service of any citation, order, or judicial process;
 7. The reason for vacancy of the property;
 8. The estimated length of time the property is expected to remain vacant; and
 9. Any plans for restoration, reuse or removal with an accompanying timeline and work schedule.
- B. An owner shall notify the City and file an amended form within seven days of any change in the registration information required by this section.

Sec. 8-154. Registration and Administrative Fee.

- A. An owner of an Abandoned Structure, whether registered or not, shall pay an Abandoned Structure registration fee and an administrative fee, the amounts of which shall be established by the City Administrator, for the time during which such structure remains an Abandoned Structure.
- B. Fees under this section shall be established to support the services rendered by the City in the course of its duties related to Abandoned Structure. Failure to register an Abandoned Structure or pay the monthly administrative fee shall be cause for penalties to be assessed and are violations of this chapter.
- C. The monthly administrative fee shall be paid so that it is received by the City on or before the seventh day of each month, following each month during which the structure was an Abandoned Structure for fifteen (15) days or more.
- D. A late fee, in an amount to be established by the City Administrator, shall also be payable by an owner of an Abandoned Structure when the monthly administrative fee is not timely paid.