



13 North Third Street, Denton, Md. 21629

| OFFICIAL USE ONLY |       |     |
|-------------------|-------|-----|
| LICENSE #:        | _____ |     |
| ISSUE DATE#:      | _____ |     |
| EXPIRATION DATE:  | _____ |     |
| RENEWAL:          | YES   | NEW |

(410) 479-3625 phone                      (410) 479-3534 fax                      [www.dentonmaryland.com](http://www.dentonmaryland.com) (web)

## UNSAFE, ABANDONED, AND VACANT PROPERTIES REGISTRATION APPLICATION

*This license application must be completed in entirety. By signing this document you as the applicant agree that you have read the instructions and application and agree to the conditions set within.*

### APPLICANT INFORMATION

Applicant (Individual, firm, corporation): \_\_\_\_\_

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

Daytime Phone Number \_\_\_\_\_ Evening Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

### BUILDING INFORMATION

Building Address \_\_\_\_\_

Building Name \_\_\_\_\_

Date building became vacant \_\_\_\_\_

Property Owner \_\_\_\_\_

*Please list any lien holders (not listed above) and estate executors, phone numbers and mailing address below*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Unsafe, Abandoned, Vacant Building Registration Plan

*Please check one of the following boxes-Reference important information on Page 2 of this document.*

- |                                  |                        |                            |
|----------------------------------|------------------------|----------------------------|
| <b>SELL</b>                      | <b>DEMOLISH</b>        | <b>QUALIFIED WAIVER</b>    |
| <b>REHABILITATE</b>              | <b>OWNER OCCUPANCY</b> | <b>QUALIFIED EXEMPTION</b> |
| <b>OTHER (Explanation)</b> _____ |                        |                            |

### AUTHORIZATION

*I HEREBY CERTIFY, under penalties of perjury, that the information contained in this application is true and correct to the best of my knowledge, information, and belief.*

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

## UNSAFE, ABANDONED, AND VACANT PROPERTIES REGISTRATION APPLICATION

### Instructions

*This registration is required for all properties determined to be unsafe, abandoned, and vacant as defined by Denton Town Code Chapter 94, Ordinance Number 629.*

### Authority

Denton Town Code Chapter 94, Denton Property Maintenance Code, Ordinance Number 629.

### Steps in the application process

1. The applicant obtains an application either at the Town of Denton or on the Town website.
2. The applicant and their employees submit a completed and original application. Incomplete applications will be returned to the applicant.
3. The appropriate fee must be submitted with the application. The fee is \$300.00 annually or if the property is returned to service or otherwise no longer determined to meet the provisions of this code.
4. Town of Denton Planning & Code department evaluates the application for completeness.
5. Licenses are valid for one (1) year.

### Important information for Unsafe, Abandoned, Vacant Building Registration Plan

1. **SELL** If the subject property has been sold or contracted for sale, you are required to provide the closing date, seller's agent and company, and the agent's phone and fax number.
2. **DEMOLISH** If the intent is to demolish the property, or you have received an order by the Town to demolish the property, you are required to submit the date of the demolition and provide the following:
  - Obtain all permits, pay any fees and fines associated with the property. Contact Denton Planning and Codes at (410) 479-3625.
  - Submit a letter of credit or post a performance bond, valid for 90-days, to be issued in favor of the Town of Denton, to guarantee the work.
  - Submit a Water Sewer Verification application to the Caroline County Department of Environmental Health and pay any associated fees, provide copy and proof to the Town of the approved application. Contact (410) 479-8049 for additional information.
  - For work where the disturbance is greater than 5,000 sqft. contact Caroline Soil Conservation at (410) 479-1202.
3. **REHABILITATE** If the intent is to rehabilitate the property you are required to submit the date of the proposed work and provide the following:
  - Obtain all permits, pay any fees and fines associated with the property. Contact Denton Planning and Codes at (410) 479-3625.
  - For work where the disturbance is greater than 5,000 sqft. contact Caroline Soil Conservation at (410) 479-1202.
4. **OWNER OCCUPANCY** If the intent is to occupy the property by the property owner you are required to obtain an inspection and correct any violations. You maybe required to obtain a building permit and pay any associated fees. Contact Denton Planning and Codes at (410) 479-3625.

## **UNSAFE, ABANDONED, AND VACANT PROPERTIES REGISTRATION APPLICATION**

### **Instructions - Continued**

*This registration is required for all properties determined to be unsafe, abandoned, and vacant as defined by Denton Town Code Chapter 94, Ordinance Number 629.*

### **Important information for Unsafe, Abandoned, Vacant Building Registration Plan**

5. **QUALIFIED WAIVERS** Registration fees are waived through the establishment of community gardens, qualified wildlife habitat protection areas, qualified meadows, or by donation.
  
6. **QUALIFIED EXEMPTIONS** Foreclosed or distressed properties are not required to comply with the provisions of this code provided the property is in compliance with maintenance provisions of the Denton Town Code Chapter 94, Denton Property Maintenance Code, or otherwise cause to abandon the legal use of the subject property.

### **Enforcement and Penalties**

Failure to submit registration application or violation of this application in accordance with the Denton Town Code Chapter 94, Denton Property Maintenance Code, as amended by this ordinance, Section 310.5.1. Person's aggrieved by the decision of this code may appeal in writing within forty-five (45) days of the date of the notification.