



# VACANT PROPERTY PLAN

In addition to your annual registration form & fee, a vacant property plan must be submitted to the Hamilton Fire Department. Please use the form below to let us know if you plan to rehabilitate, demolish, or secure your building. Feel free to submit additional attachments if necessary to relay all appropriate information.

**PROPERTY MAINTENANCE STANDARDS**

It is important to note that all properties, regardless of future plans to rehabilitate, demolish, or secure, must adhere to the following property maintenance standards.

**MY PROPERTY IS...**

*Secure*

All structural openings which cannot be secured through an existing locking mechanism must be boarded and secured in accordance with the US Fire Administrations National Arson Prevention Board Up Procedures.

*Protected*

Any and all buildings must be protected from deterioration and maintained in accordance with Chapter 1779 of the City of Hamilton's Codified Ordinances.

*Clean & Safe*

The property must be kept clean, safe, sanitary and free from public nuisance in accordance with Chapter 1779 of the City of Hamilton's Codified Ordinances.

*Accessible*

A key box must be installed on each building in case of immediate access to the interior of the building is necessary for life-saving or firefighting purposes.

**PROPERTY**

Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_  
Property Became Vacant On: \_\_\_\_\_  
Expected Date of Occupancy: \_\_\_\_\_

**I PLAN TO:**      Rehabilitate                  Demolish                  Secure

**IF YOU PLAN TO REHABILITATE**

Please submit a detailed narrative outlining your plans to rehabilitate the vacant property. In addition to your personal goals for the property, you must include specific details for how you will comply with property maintenance standards (Chapter 1507.10.) Note that other City departments will be included in your plan review.

**Time-frame for Rehabilitation:** *Not to exceed twelve (12) months.*

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**IF YOU PLAN TO DEMOLISH**

Please provide a detailed narrative outlining your plans to demolish the vacant property. You must include specific details for how you will comply with the property maintenance standards (Chapter 1507.10) while you prepare for demolition.

**Time-frame for Demolition** *Must begin no longer than thirty (30) days after demolition approval permit, and not to exceed twelve (12) months.*

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**Demolition Escrow** Additionally, you are required to provide proof of holding in escrow with the City of Hamilton while you await demolition.

- Less Than 5,000 sq ft = Twenty five thousand dollars (\$25,000)
- More Than 5,000 sq ft = Seventy five thousand dollars (\$75,000)

Escrow funds may, by prior arrangement, be withdrawn during construction as follows: twenty percent (20%) upon commencement of work; twenty percent (20%) upon completion of half of all work; the remaining sixty percent (60%) upon completion of all work, including debris disposal, backfill, and seeding, provided all fees have been paid in full.

**IF YOU PLAN TO SECURE AGAINST ENTRY**

Please provide a detailed narrative for why your property will remain unoccupied. In addition to your personal goals for the property, you must also include how you plan to comply with property maintenance standards (Chapter 1507.10) and the following items below:

- A plan for fire alarms and fire protection, as required by all applicable State and City regulations.
- A plan of action to remedy any declared public nuisance or code violations existing on the property.
- A comprehensive lighting plan for the exterior of any buildings and structures on the property.
- A regular maintenance plan for exterior lighting and illumination fixtures.
- A detailed plan to secure and maintain all structural openings (windows, doors, areaways etc.)

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**Submit your property plan electronically  
vacantproperty@hamilton-oh.gov**

**or mail to:  
Hamilton Fire Department  
C/O Vacant Property Registration  
77 Pershing Avenue  
Hamilton, Ohio 45011**