

Town of Winslow

VACANT BUILDING REGISTRATION PERMIT APPLICATION

*Vacant building property owners must provide their actual residential address, not just a post office box number. If the owner's official residence is not in Maine, nor does the owner reside in Maine, there MUST be a designated person listed as the Local Property Manager and Emergency Contact.

I. Identification

Building Address: _____

Map: _____ **Lot:** _____ **Zoning District:** _____

Owner(s) Name(s): _____

Mailing Address: _____

Phone (home): _____ (work/cell): _____ (email): _____

Military Service (check one): _____ Active _____ Inactive _____ N/A

Authorized Agent for Service Process: _____

Physical Address/City/State/Zip: _____

Phone (home): _____ (work/cell): _____ (email): _____

Property Manager: _____

Address/City/State/Zip: _____

Phone (home): _____ (work/cell): _____ (email): _____

Emergency (LOCAL) Contact Person: _____

Address/City/State/Zip: _____

Phone (home): _____ (work/cell): _____ (email): _____

Bank/Lender/Lien Holder: _____

Address/City/State/Zip: _____

Phone (home): _____ (work/cell): _____ (email): _____

II. Main Use of Building (i.e., Single-family home, multifamily, residential, commercial, etc.)

Most recent use: _____ No. of dwelling units: _____

Proposed use: _____ No. of dwelling units: _____

III. Statement of Intent

Date vacancy will start: _____

Approximate end date of vacancy: _____

Plan & timeline for lawful occupancy, rehabilitation, removal, or demolition (attach additional sheets if needed):

Authorized Persons - Please list all persons authorized to be present on the premises below and on the attached Trespass Notice. * In addition, please sign the attached Trespass Notice, authorizing the arrest for trespass of individuals not on the list (attach additional sheets if necessary):

***Note: Completion and submission of the attached notice of trespass form is required.**

IV. Fee

Please attach \$250.00 fee. Incomplete requests will not be considered.

V. Demolition

The town requires you to have secured all the required state and local permits if you choose to demolish the building or structure. Demolition must occur within 180 days of the building becoming vacant otherwise the full permit fee is owed.

Please provide a copy of each demolition permit or provide the following information: the permitting authority (i.e., building), permit number, date issued, expiration date, and all conditions for each demolition permit you have secured.

VI. Applicant Signature

Please sign the certification below:

I/We, _____, do hereby swear and certify that the information provided in this application is true and accurate to the best of my knowledge.	
_____ Owner/Agent Signature	_____ Date

Signature of Approval

X _____ Date
Amos Michaud
CEO Town of Winslow

**Request for Trespass Notice
And List of Authorized Property Users
For Vacant Building Property**

PROPERTY ADDRESS: _____

OWNER(S): _____

ADDRESS: _____

AUTHORIZED USERS:

1. _____

2. _____

3. _____

I request the Winslow Police Department to serve a Notice Against Trespass and make arrest as necessary for any person not on the above list for the subject property.

Issued by (Owner or Agent Duly Authorized):

“No Trespass” signs have been posted Pursuant to:

Title 17-A (ss 402)

_____ (initials)

Owner/Agent (Please Print)

Owner/Agent Signature

Date

Witness

Date

Owner/Agent: Please submit this form to the Town of Winslow Code Enforcement Office. This Trespass Notice will be kept on file with the Winslow Police Department and the Winslow Code Enforcement Office.