



FOR OFFICE USE ONLY	
Date:	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

APPLICATION FOR VACANT BUILDING LICENSE

This document must be complete and legible or it will be returned.

Building Address _____

SECTION 1 – OWNERSHIP TYPE (Select One)			
Individual	Marital Property	Partnership	(Fill out Section 2A)
Corporation	Limited Partnership	Limited Liability Company	(Fill out Section 2B)
	Limited Liability Partnership	Unincorporated Nonprofit Association	
Estate	Trust		(Fill out Section 2C)
SECTION 2 – OWNERSHIP INFORMATION – FILL OUT APPROPRIATE INFORMATION			
SECTION 2A – INDIVIDUAL OWNER, MARITAL PROPERTY, PARTNERSHIP			
Owner 1:		Owner 2:	
First Name _____	MI _____	First Name _____	MI _____
Last Name _____		Last Name _____	
Street Address _____		Street Address _____	
City _____	Zip _____	City _____	Zip _____
Home Phone (_____) _____		Home Phone (_____) _____	
Business Phone (_____) _____		Business Phone (_____) _____	
Email address _____		Email address _____	
ADDITIONAL OWNER(S) SHOULD BE LISTED ON A SEPARATE SHEET OF PAPER WITH THEIR NAME(S), ADDRESS(ES), PHONE NUMBERS, AND EMAIL ADDRESS(ES).			
Building Manager:			
First Name _____	MI _____	Last Name _____	
Street Address _____	City _____	State _____	Zip _____
Home Phone # (_____) _____	Cell Phone # (_____) _____		
Business Phone # (_____) _____			

SECTION 2B – CORPORATIONS, LIMITED PARTNERSIPS, LIMITED LIABILITY COMPANIES, LIMITED LIABILITY PARTNERSHIPS, UNINCORPORATED NONPROFIT ASSOCIATIONS

Name of Corporation, LP, LLC, LLP, Unicorp. Nonprofit Assoc. _____ Wisc. Dept. of Financial Institutions Entity I.D. # _____

Business Phone # (_____) _____

Registration Agent:

First Name _____ MI _____ Last Name _____

Street Address _____ City _____ State _____ Zip _____

Phone (_____) _____

Building Manager:

First Name _____ MI _____ Last Name _____

Street Address _____ City _____ State _____ Zip _____

Home Phone # (_____) _____ Cell Phone # (_____) _____

Business Phone # (_____) _____

SECTION 2C – ESTATES or TRUSTS (ALL ADDITIONAL TRUSTEE NAME(S) AND CONTACT INFORMATION SHALL BE LISTED ON A SEPARATE SHEET.)

Name of Estate, Trust, or Other _____ Phone (_____) _____

First Name _____ MI _____ Last Name _____

Street Address _____ City _____ State _____ Zip _____

Building Manager:

Company Name (if applicable) _____

First Name _____ MI _____ Last Name _____

Street Address _____ City _____ State _____ Zip _____

Home Phone # (_____) _____ Cell Phone # (_____) _____

Business Phone # (_____) _____

SECTION 3 – BUILDING DISPOSITION

Disposition of this building (please check one):

I plan to rehabilitate this building commencing: _____

I plan to demolish (wreck and remove) this building by (date): _____

I plan to rent this building by (date): _____

I plan to sell this building by (date): _____

Other (explain): _____

SECTION 4 – GENERAL PROPERTY MAINTENANCE REQUIREMENTS

- Property maintained in orderly and sanitary state (i.e., free from debris)
- Lawn maintained at a maximum height of twelve (12) inches and free from weeds
- Public sidewalk free from snow (within 24 hours of snowfall)
- All buildings maintained and secured
- Property maintained to be free from graffiti and vandalism (remediated in a timely manner)

SECTION 5 – SIGNATURES

The undersigned hereby attests to the above information being an accurate record of ownership and management of the affected building and acknowledges that he or she is aware of the requirements of Title 15, Chapter 10 of the Village of Darien Municipal Code (copy attached hereto).

Owner 1: Signature _____ Date _____

Print Name _____

Owner 2: Signature _____ Date _____

Print Name _____

Title (of the person authorized to sign, if signing in other than your individual capacity)

Office use only: The Village of Darien charges a fee of \$300.00 for commercial properties and \$100.00 for residential properties to cover the administrative and inspections costs of the permit. Permit Fee: \$ _____

Please complete and return this form to:

Village of Darien Building & Zoning Dept.
24 N. Wisconsin St.
P.O. Box 97
Darien, WI 53114

Village of Darien Vacant Building Licensing Program for Residential and Commercial Properties

The purpose of the Vacant Building License:

The Village of Darien is concerned about vacant buildings that have become dangerous, unsafe, or are in a state of disrepair. Buildings that are vacant can become a blight, may cause neighborhood deterioration, instability, and may have an adverse impact on adjacent and nearby properties. Buildings that are vacant and not properly secured attract and are prime locations to conduct illegal criminal activities. They also create an attractive nuisance for graffiti, dumping of trash, and vandalism.

Buildings that Require a License:

All residential, commercial, manufacturing, institutional, and mixed-use occupancy buildings in the Village (that have been vacant for 180 consecutive days) are required to be registered, inspected, and licensed.

Exemptions:

-Buildings or structures with a current Village of Darien raze permit; or buildings that have been issued a current building permit for the purpose of repairing to occupancy standards.

Building Inspections:

Village code and fire officials will inspect the vacant building to determine its structural integrity, what actions need to be taken to maintain the safety of the premises for entry of police officers and fire fighters in time of exigent circumstances or emergency, that the building and its contents do not present an imminent hazard to the public during the time that the building remains vacant, and that the building is in compliance with the vacant building maintenance standards. Inspections may be conducted with the consent of the building owner or responsible party; or, without consent if the building poses a hazard to the health, welfare, or safety of the general public.

Orders to Repair:

-All code violations will be included in a written *Order to Repair* which will state the time-frame for completion;
-Once completed, staff will issue the license which is good for 1-year from the date of compliance;
-Failure to make code-required repairs by the deadline will result in re-inspection fees and may result in municipal forfeitures for non-compliance with this program.

Vacant Building or Structure Requirements:

- An annual permit application identifying who owns the building or structure, who manages the building or structure, and who is responsible for the building or structure;
- An annual interior and exterior inspection of the building or structure by Village staff;
- An annual license fee of \$300 for Commercial and \$100 for Residential buildings;
- Compliance with the building maintenance standards to ensure the building remains structurally sound and all components are in good repair.

Maintenance Standards for Vacant Buildings:

Building Openings: Must be weathertight and waterproof.

Must be secured against entry of people or animals.

Roofs: Sound and weather tight. Must not allow moisture or rain into the building.

Drainage: Storm drainage functional and installed to code.

Building Structure and Premises: In good repair, structurally sound, and free from rubbish and debris (both interior and exterior).

Structural Members: Free from deterioration and capable of supporting imposed live and dead loads.

Foundation Walls: Structurally sound, free of open cracks and breaks, free of leaks, and rodent proof.

Exterior Walls: Free of holes, rotting material, and protected from the elements by weather coating such as paint.

Decorative Features: Anchored, in good repair, and protected from the elements by weather coating.

Overhanging Extensions: In good repair, anchored, and safe and sound. No rust or rotting materials.

Chimneys and Towers: Structurally safe and in good repair.

Walkways: In good repair, safe for pedestrian travel. Snow and ice removed within 24 hours of snowfall.

Accessory Structures: In good repair and free from hazards.

Yard Area: Free from graffiti, trash and weeds. Lawn maintained at least less than 12" in height.

Waste Removal: Upon vacancy, owner must immediately remove all interior and exterior waste, debris and excessive vegetation.