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| Date Filed: Structure Type (circle one): Residential Commercial | |
| **PROPERTY & STRUCTURE INFORMATION** | |
| Location of Property (Please fill out at least ONE of the following options):    A – Street Address: \_ \_  B – Tax Map & Parcel ID: \_ \_  C – Geographic Coordinates: Latitude: \_ \_ Longitude: \_ \_ | |
| Is your structure vacant (circle one)? Yes / No  Are your structure’s doors and windows secure? (circle one)? Yes / No  Utilities (circle each): Electricity: on / off Water: on / off Gas: on / off Sewer: on / off | |
| **OWNER(S) INFORMATION *(Need physical and mailing address – attach additional sheets if necessary)*** | |
| *An owner is defined as “when applied to property, includes any part owner, joint owner or tenant in common of the whole or part of such property.”*  ***If the property is owned by:***   * ***An ­individual person, please provide the name and residential address of the individual person.*** * ***An estate, please provide the name and business address of the executor.*** * ***A trust, please provide the name and address of all trustees, grantors and beneficiaries.*** * ***A partnership, please provide the names and residential addresses of all partners with an interest.*** * ***A corporation, please provide the names and residential addresses of all officers and directors of the corporation.*** * ***Any other form of unincorporated association, the names and residential addresses of all principals with an interest of 10% or greater.*** * ***If the status of this information changes, it is the responsibility of the owner to contact this office in writing advising of those changes within 30 days.*** | |
| Name: \_ \_  Mailing Address: \_ \_  Physical Address: \_ \_  Phone Number: \_ \_ E-mail: \_ \_  Signature: \_ Date: \_\_  ***PLEASE COMPLETE PAGE 2.*** | |
| **If the owner is not a resident of Oak Hill, West Virginia, please provide a designated local property agent:**  Name: \_ \_  Address: \_ \_  Phone Number: \_ Email: \_ | |
| **Please give a brief description of how and when the structure will be occupied, including a plan of action and time line:**  \_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Use additional page(s) if necessary.*** | **Fee schedule:**  Initial Registration = $ 0  1 year = $ 200  2 years = $ 400  3 years = $ 600  4 years = $ 800  5 years = $ 1600  5 years + = $ 1600 + $300 per year  *\*\*\*The fee is determined by the number of years registered, regardless of ownership.* |