



# CITY OF BISBEE

## VACANT, ABANDONED, DILAPIDATED BUILDING AND PROPERTY REGISTRATION

118 ARIZONA STREET, BISBEE, ARIZONA  
(520) 432-6000 [WWW.BISBEEAZ.GOV](http://WWW.BISBEEAZ.GOV)

NEW

UPDATE

RENEWAL

RESIDENTIAL  COMMERCIAL:  5,000 SQ. FT AND UNDER OR  5,001 SQ. FT AND UP

TOTAL NUMBER OF UNITS: \_\_\_\_\_

### PROPERTY LOCATION (REQUIRED)

STREET ADDRESS / UNIT #: \_\_\_\_\_

TAX PARCEL NUMBER: \_\_\_\_\_

### PROPERTY OWNER INFORMATION (REQUIRED)

PROPERTY OWNER'S: \_\_\_\_\_

OWNER'S PHYSICAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

OWNER'S MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

### AUTHORIZED AGENT INFORMATION (REQUIRED)

AGENT OR CONTACT NAME: \_\_\_\_\_

AGENT OR CONTACT COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL \_\_\_\_\_

**ALL CONTACTS MUST BE WITHIN CITY LIMITS.**

### PROPERTY MAINTENANCE COMPANY INFORMATION (REQUIRED)

PROPERTY MAINTENANCE COMPANY CONTACT NAME: \_\_\_\_\_

PROPERTY MAINTENANCE COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL: \_\_\_\_\_

**DO NOT INCLUDE POST OFFICE BOXES – DIRECT MAILING ADDRESS REQUIRED**

### PROPERTY INDICATION (CIRCLE ALL THAT APPLY) (REQUIRED)

BOARDED BUILDING    VACANT BUILDING/PROPERTY    ABANDONED BUILDING/PROPERTY    DILAPIDATED BUILDING/PROPERTY

### PROPERTY INFORMATION (REQUIRED)

ESTIMATED TIME THAT THE PROPERTY WILL REMAIN VACANT: \_\_\_\_\_

REASON FOR VACANCY: \_\_\_\_\_

CHECK YOUR PLAN(S) FOR FUTURE USE OF THIS PROPERTY  SELL  REPAIR  REUSE  DONATE  DEMOLISH

- If you checked Demolish, you must obtain a Demolition Permit within 45 days from the date you registered the property. If you are in the Bisbee Historic District you must submit a Design Review Board application prior to submitting a Demolition Permit.
- Would you consider donating this property to a non-profit entity or the City of Bisbee?  
(For more information about donations, please contact us using the information above)

**PLAN OF ACTION (REQUIRED)**

**AT THE TIME YOUR BUILDING / PROPERTY IS REGISTERED: YOU MUST SUBMIT A PLAN OF ACTION FOR YOUR BUILDING / PROPERTY**

- What are your plans for the restoration, reuse or removal of any structure on this site? Approximate time to complete plans?  
(On a separate sheet of paper detail your Plan of Action for your vacant, abandoned, dilapidated building or property)

**OWNER TO INDICATE HIS OR HER "ACCEPTANCE OF NOTICE BY POSTING" (REQUIRED)**

CONSENTING TO SERVICE OF NOTICES SENT OR REQUIRED TO BE SENT, BY POSTING ON THE BUILDING IF THE OWNER FAILS TO RENEW THE REGISTRATION IF REQUIRED OR MAINTAIN AS CURRENT WITH THE BUILDING OFFICIAL THE INFORMATION REQUIRED REGARDING THE PERSON DESIGNATED TO ACCEPT NOTICE AND SERVICE OF PROCESS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FEE INFORMATION**

|   |          |
|---|----------|
| RESIDENTIAL                                     | \$175.00 |
| COMMERCIAL BUILDING 5,000 SQUARE FEET AND UNDER | \$225.00 |
| COMMERCIAL BUILDING 5,001 SQUARE FEET AND UP    | \$350.00 |

*There is no charge to amend the Owner's registration information.*

**PAYMENT INFORMATION**

**SEND PAYMENTS AND THIS REGISTRATION FORM TO:**

**(CHECKS SHOULD BE MADE OUT TO THE CITY OF BISBEE) City of Bisbee 118 Arizona Street Bisbee, AZ 85603**

**CITY OF BISBEE -ONE TIME CREDIT CARD PAYMENT AUTHORIZATION FORM**  
(PLEASE PRINT)

CARDHOLDER NAME: \_\_\_\_\_  VISA  MASTERCARD

BILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

SECURITY CODE (BACK OF CARD): \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

CARD HOLDER SIGNATURE: \_\_\_\_\_

By signing this form, I give the City of Bisbee permission to charge the credit/debit card for the amount indicated. This is permission for a single transaction only and does not provide authorization for any additional unrelated debits or credits to the account. I certify that I am an authorized user of this credit/debit card and that I will not dispute the payment with my credit card company/bank.

| OFFICIAL USE ONLY: | DATE RECEIVED | AMOUNT OF PAYMENT | DATE OF PAYMENT | RECEIPT # OF PAYMENT |
|--------------------|---------------|-------------------|-----------------|----------------------|
| TYPE:              | RESIDENTIAL   | COMMERCIAL        | INITIAL         | RENEWAL              |

# VACANT, ABANDONED, DILAPIDATED BUILDING AND PROPERTY REGISTRATION INFORMATION

## SUMMARY OF CODE REQUIREMENTS

**REGISTRATION:** REGISTRATION DOES NOT EXONERATE THE OWNER FROM COMPLIANCE WITH ALL APPLICABLE CODES AND ORDINANCES, POLICIES OR REGULATIONS, NOR DOES IT PRECLUDE ANY OF THE ACTIONS THE CITY IS AUTHORIZED TO TAKE.

**REGISTRATION FEE:** A REGISTRATION FEE OF **ONE HUNDRED SEVENTY-FIVE DOLLARS (\$175.00) IS REQUIRED FOR RESIDENTIAL AND FOR BUILDINGS 5,000 SQUARE FEET AND UNDER SHALL BE \$225.00 AND BUILDINGS 5,001 SQUARE FEET AND UP SHALL BE \$350.00.**

**CHANGE IN REGISTRATION INFORMATION:** ANY PERSON, FIRM, PARTNERSHIP, CO-PARTNERSHIP, ASSOCIATION, FIDUCIARY, BENEFICIARY, LENDER, CORPORATION OR ANY LEGAL ENTITY THAT HAS REGISTERED A PROPERTY MUST REPORT ANY CHANGE IN REGISTRATION INFORMATION, **WITHIN TWENTY-ONE DAYS (21) OF THE CHANGE.**

**UNREGISTERED PROPERTIES:** IF ANY BUILDING OR PROPERTY IS IDENTIFIED AS NOT BEING REGISTERED WITH THE CITY OF BISBEE, AN ORDER WILL BE ISSUED REQUIRING THE OWNER TO REGISTER THE PROPERTY **WITHIN FIFTEEN (15) DAYS.**

**INSPECTION WITH BUILDING OFFICIAL:** AT THE TIME OF REGISTRATION AN INSPECTION SHOULD BE SCHEDULED WITH A BUILDING OFFICIAL TO BE CONDUCTED **WITHIN THIRTY DAYS (30) FROM DATE OF REGISTRATION.** ORDERS TO CORRECT SHALL BE ISSUED FOR VIOLATIONS.

**MAINTENANCE:** ABANDONED BUILDINGS / PROPERTIES ARE REQUIRED TO BE MAINTAINED IN ACCORDANCE WITH THE CITY OF BISBEE CITY /ZONING CODES.

**PROPERTIES SECURED:** ABANDONED BUILDINGS / PROPERTIES ARE REQUIRED TO BE MAINTAINED IN A SECURE MANNER SO AS NOT TO BE ACCESSIBLE TO ANY UNAUTHORIZED PERSONS.

**APPEALS:** ANY PERSON DIRECTLY AFFECTED BY A DECISION OF THE BUILDING OFFICIAL, NOTICE OR ORDER HAS THE RIGHT TO APPEAL TO THE BUILDING ADVISORY BOARD OF APPEALS, PROVIDED THAT A WRITTEN STATEMENT OF REASONS FOR APPEAL IS FILED **WITHIN TWENTY (20) DAYS** OF THE DATE OF MAILING OF THE NOTICE OF DETERMINATION WITH THE CITY CLERK.

FOR MORE INFORMATION REGARDING THE CITY OF BISBEE CITY /ZONING CODE REQUIREMENTS, GO TO [WWW.BISBEEAZ.GOV](http://WWW.BISBEEAZ.GOV) OR CONTACT THE CITY OF BISBEE AT 520-432-6000.