

City of Zion - Building Department
2828 Sheridan Road
Zion, Illinois 60099
847-746-4018



Please note that it is highly recommended that you read the entire Ordinance ZMO 10-179 at www.cityofzion.com

VACANT BUILDING/PROPERTY REGISTRATION FORM

ALL SECTIONS OF THIS FORM MUST BE COMPLETED

New Registration [] \$190.00 Registration Renewal [] \$190.00 Information Change []

PROPERTY DESCRIPTION:

Property Address: _____

Property Type: Single Family [] Multi-Unit [] Commercial []

OWNER INFORMATION:

Name: _____ **Business Name:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number(s) Business: _____ Evening: _____

Cell: _____ Emergency: _____ Email: _____

CONTACT AS DESIGNATED BY OWNER

(must be at least age 21, have a permanent address in Lake County, IL., accepts service/notices/responsibility on behalf of the owner)

Name: _____ **Business Name:** _____

Mailing Address: (PO Box NotAcceptable) _____

City: _____ **State:** _____ **Zip:** _____

Phone Number(s) Business: _____ Evening: _____

Cell: _____ Emergency: _____ Email: _____

PROPERTY PRESERVATION SERVICER

REP: _____ **Business Name:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number(s) Business: _____ Evening: _____

Cell: _____ Emergency: _____ Email: _____

ALL LIEN HOLDERS/OTHER PARTIES WITH AN OWNERSHIP INTEREST

[] **Property is currently in default and/or Foreclosure proceedings** Case: _____

Lien Holder

Name: _____ **Business Name:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number(s) Business: _____ Evening: _____

Cell: _____ Emergency: _____ Email: _____

REGISTRATION FEES:

Owner must register within 14 days after property vacant. The owner or mortgage lender/lien holder of a vacant Boarded/building/property is required to register with the City of Zion Building Department. The vacant Boarded/building/property registration fee shall be \$190.00 per annum non-prorated.

The owner or mortgage lender/lien holder of a vacant building must renew the vacant building/property registration each year no later than the anniversary date of the first registration filing. The annual renewal registration fee shall be \$190.00. There is no charge to update the owner's registration information.

VACANT BUILDING/PROPERTY PLAN REQUIREMENTS:

The Vacant/Boarded registration must include a Plan of action on approved form.

APPLICANT:

I hereby attest to the information provided on this registration, to the best of my knowledge, to be accurate. My signature below indicates my "acceptance of the City of Zion requirements".

Signature of Owner/Agent: _____ Date: _____

Print Name: _____

For City Use Only:	
Date Application Submitted ____/____/____	Fee received \$ _____
Building Inspector: _____	Date: _____
Comments:	

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VACANT/BOARDED BUILDING/PROPERTY PLAN

ALL SECTIONS OF THIS FORM MUST BE COMPLETED

PROPERTY DESCRIPTION:

Property Address: _____

Describe current property conditions: _____

PLAN FOR OCCUPANCY/COMPLIANCE/DEMOLITION

Brief Description of Proposed Plan: _____

Expected Time Period of Vacancy: _____

UTILITY STATUS

Gas: Disconnected In Working Order
Electric: Disconnected In Working Order
Water: Disconnected In Working Order

COMMERCIAL PROPERTIES ONLY

Knox Box keys are current

Fire Alarm/Fire Sprinkler working appropriately Yes No

Alarm Service: _____

Heat on and set at 42 degrees Yes No