



# TOWN OF NORTH BRENTWOOD

P.O. Box 196

North Brentwood, Maryland 20722

Office: (301) 699-9699 • Fax: (301) 699-1824

\_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REF: \_\_\_\_\_

Dear: \_\_\_\_\_

The Mayor and Town Council recently enacted an ordinance amending Chapter VI – Buildings and Environmental Regulations of the Code of Ordinances of the Town of North Brentwood. This Ordinance requires that any building vacant in excess of 60 days or if vacant having one or more public nuisances or code violations; the property owner must within 10 business days file a plan and registered beginning July 1, 2016, and that any exterior boarding (sealing) of a vacant building now repairs a Town permit.

State Tax Records record you as the owner of the property located at \_\_\_\_\_, North Brentwood, MD 20722. This letter serves as your notice that the aforementioned property must be registered as "VACANT" no later than \_\_\_\_\_, 20\_\_\_\_. Failure to properly register the property or building as "VACANT" will result in additional fees and liens being placed on the property.

The fee for registering the property is two-hundred and fifty dollars (\$250) for a single family residential dwelling unit, five-hundred dollars (\$500) for all other buildings (including a commercial or apartment building) and one-hundred dollars (\$100) for a vacant lot (unimproved) for a 6 month period. Please see the reverse/following which serves as the registration form and statement.

Please note the form must be filed along with the appropriate fee and plan (see enclosures) within 10 day of this notice. Should you believe that you have received this notice in error please contact our office at 301-699-9699 to discuss this matter.

Sincerely,

Martha Cuffie  
Code Enforcement Officer

# TOWN OF NORTH BRENTWOOD

P.O. BOX 196

NORTH BRENTWOOD, MARYLAND 20722

VACANT BUILDING/LOT REGISTRATION

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

Building/lot Address: \_\_\_\_\_

Building/lot Description \_\_\_\_\_

Property owner(s): \_\_\_\_\_

MAILING address: \_\_\_\_\_

Telephone: day: \_\_\_\_\_ cell: \_\_\_\_\_  
other; \_\_\_\_\_

STATEMENT OF VACANT LOT/BUILDING PLAN. At the time the building, lot or structure is registered as required by ordinance, the owner shall submit to the Town Code Enforcement Officer or the Mayor a statement of plan. The Plan shall include at least the following information:

(1) Name, address and telephone number of the owner(s), \_\_\_\_\_  
\_\_\_\_\_;

(2) Name, address, and telephone number of any Local Agent (Maryland resident),  
\_\_\_\_\_  
(The legal owner of record shall notify the mayor in writing of any changes with respect to the local agent within fifteen (15) days of such changes.)

(3) Name, Address, and Telephone Numbers of all persons having any ownership interest in the building or premises including any mortgagees,  
\_\_\_\_\_;

(4) The Street Address of the Property and Tax Identification Number,  
\_\_\_\_\_;

(5) Date on which the building or structure became vacant \_\_\_\_\_;

(6) The length of time the owner expects the building to remain vacant \_\_\_\_\_;

(7) The undersigned owner or agent hereby grants permission and a plan of access of sufficient frequency to allow entry to the lot and/or interior of the building by the Code Enforcement Officer, a sworn police officer or any other town official to ensure the premises is in good

repair, structurally sound, sanitary and weatherproof;

- (8) The following is the proposed rehabilitation, or improvements and maintenance to be made to the structure so as to make the structure safe, suitable and presentable for its intended use and a description of what will be done to secure the structure so that it will not become open to the general public:

\_\_\_\_\_

\_\_\_\_\_, This Plan also includes the following schedule to address any existing infractions and to repair any doors, fences, windows or other openings which are boarded up or otherwise secured by any means other than conventional methods used in the design of the building or permitted for new construction,

\_\_\_\_\_ ;

- (9) Should the owner propose to demolish the vacant building, the owner shall include in said plan a time schedule for such demolition and obtain the necessary permit(s) as required by other law, which is \_\_\_\_\_ ; and

- (10) Any other information, duty or obligation deemed reasonable and necessary by the Mayor as is consistent with the subject ordinance, \_\_\_\_\_ .

(Attach extra sheets if necessary)

Fee Enclosed (*no cash will be accepted*) \_\_\_\_\_  
Made Payable to the Town of North Brentwood

Name of Business Entity or Person Owning the Subject Property:

\_\_\_\_\_

Signature of authorized person submitting form: \_\_\_\_\_

Printed name of person submitting form: By: \_\_\_\_\_

Office Use Only: Date received: \_\_\_\_\_  
Town of North Brentwood

By: \_\_\_\_\_ Form of payment: \_\_\_\_\_