



**City of Ojai**  
Community Development Department

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## **VACANT PROPERTY REGISTRATION PERMIT APPLICATION**

It is the purpose and intent of the Ojai City Council to maintain a vacant property registration program as a mechanism to protect the City from becoming blighted through the lack of adequate maintenance and security of vacant properties. The vacant property registration program shall apply to all residential, commercial, business professional and village mixed use zones within the city. See Title 9, Chapter 15 of the Ojai Municipal Code for more information.

### **MINIMUM SUBMITTAL REQUIREMENTS:**

- Completed Application Form signed by the property owner or authorized agent
- Photographs of site and all buildings on site
- Copy of Deed of Trust
- Annual** Registration Fee of \$225.00

Registration period is January 1<sup>st</sup> – December 31<sup>st</sup>. Fees will not be prorated. The fee and registration shall be valid for the calendar year, or remaining portion of the calendar year, in which the registration was initially required. Subsequent registrations and fees are due January 1st of each year and must be received no later than January 31st of the year due. Properties subject to the Vacant Property Registration Program shall remain under the annual registration requirement, security and maintenance standards of Title 9, Chapter 15 of the Ojai Municipal Code as long as they remain vacant.

### **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

#### **WHERE TO FILE:**

Community Development Department  
Ojai City Hall  
401 S. Ventura Street  
Ojai, CA 93023  
(805) 646-5581

#### **OFFICE HOURS:**

8:00 am to 5:00 pm  
Monday through Friday



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## **VACANT PROPERTY REGISTRATION PERMIT APPLICATION**

Property address:

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Name of property owner/beneficiary/trustee (corporation or individual):

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Property owner/beneficiary/trustee street address (no P.O boxes):

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Contact name of beneficiary/trustee:

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Telephone/Fax/E-mail of contact:

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Property management company responsible for the security, maintenance and marketing of property (if applicable):

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**For staff use only:**

In addition to the enforcement remedies established in Title 9, Chapter 15, the Director of Community Development or his or her designee shall have the authority to require the beneficiary/trustee/owner and/or owner of record of any property affected by this program to implement additional maintenance and/or security measures as follows:

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APPROVED BY:

Project No.: MISC

Zoning: \_\_\_\_\_

APN: \_\_\_\_\_

Community Development Director

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

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