



# City of Holly Springs

## Vacant Structure Registration Application

Pursuant to the City of Holly Springs Property Maintenance Code, Chapter 9, all vacant structures must be registered with the City of Holly Springs, City Hall, 3237 Holly Springs Parkway, Canton, GA 30115, 770-345-5533.

Please complete this application and submit with the applicable registration fee. This application must be submitted within 10 days of knowledge that the structure is vacant. Any and all changes to the information provided on this application shall be reported to the City of Holly Springs within 10 days. Upon submittal of this application and fee, a **Vacant Structure Registration Certificate** will be issued to the property owner.

**Type of Structure:**

Residential – Single Family/Townhome  
Residential – Duplex  
Residential – Multifamily (<9 units)  
Residential – Multifamily (>10 units)

Residential – Mobile Home Park  
Commercial – Single Structure  
Commercial – Multi-Tenant/Shopping Center  
Other Structure

**Vacant Structure Address:** \_\_\_\_\_

**Tax Parcel & Tax Plat:** \_\_\_\_\_ **Date Vacancy Began:** \_\_\_\_\_

**Expected Period of Vacancy:** \_\_\_\_\_

**Owner Information:**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Alt. Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Alt. Contact: \_\_\_\_\_ Alt. Contact Phone Number: \_\_\_\_\_

**Occupancy Plan (attach additional sheets as needed)**

1.) Detail a plan and timeline for the lawful occupancy, rehabilitation, removal, or demolition of the structure.

\_\_\_\_\_

2.) Describe the plan for regular maintenance during the vacancy to comply with the maintenance standards of the vacant structures code and all of the applicable property maintenance, building and zoning codes of the City.

\_\_\_\_\_

3.) Describe measures to be taken to ensure that the structure will be kept weather tight and secure from trespassers and that it will be safe for entry by police officers, firefighters, and code or building inspectors in times of exigent circumstances or emergency as well as at times of reasonable inspection as provided by the vacant structures code.

4.) Detail measures to be taken to assure that the premises remain free from nuisance conditions and in good order, in compliance with the vacant structure maintenance standards.

5.) Comments/Concerns:

***By affixing my signature to this application below, I affirm that the information provided herein is complete and accurate to the best of my knowledge. I understand that any false statements on this application or failure to meet the requirements of the Property Maintenance Code of the City of Holly Springs could result in the voiding of the Vacant Structure Registration Certificate and additional penalties as provided by law.***

Signature

Date

Printed Name

**\*\*\*\*Applicable fees. Please make check payable to: City of Holly Springs, Georgia**

Land Use/Zoning	Fee Amount
Single Family Residential	\$25.00
Multi-Family, Mobile Home Park	\$75.00
Commercial/Industrial	\$100.00

**-----Please Do Not Write Below This Line-----**

Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Check# _____ <input type="checkbox"/> Credit Card	Payment Amount: \$	Date Paid:
Expiration Date:  <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments:	
Code Official Signature:	Date:	