



Town of Smithfield
Planning Department
350 E. Market St Smithfield, NC 27577
P.O. Box 761, Smithfield, NC 27577
Phone: 919-934-2116
Fax: 919-934-1134

Annual Vacant Property Registration Form

The Town of Smithfield has adopted Commercial Building Maintenance and Appearance regulations for commercial buildings in the Commercial Zoning Districts located within the Town of Smithfield with the intent to preserve the character and integrity of the commercial business districts of the Town. These regulations are designed to provide corollary benefits such as protection of property values, promotion of tourism, preservation of the character and integrity of the downtown, and contribute to the comfort, happiness, and emotional stability of downtown residents and the greater Smithfield community.

As part of these efforts and in accordance with Article V, Sect. 5-175, the Town has created a Vacant Property Registry that requires all commercial properties that have been vacant for a period of longer than 90 days or within 90 days of receiving a Notice of Registration Requirement shall be registered by the owner with the Town of Smithfield Planning Department. Please provide the following information and return the completed form to the Town of Smithfield Planning Department.

Property Information

Property Address: _____
Johnston County Tax ID# or NCPIN: _____
Zoning District: _____
Most recent use of the property: _____

Owner Information

Property Owner Name: _____
Property Owner Mailing Address: _____
Property Owner Phone Number: _____
Property Owner E-mail Address: _____

Property Manager Information

(if the property owner(s) is/are located greater than 40 miles from a vacant property then a Property Manager/Maintenance person is required)

Name of Property Manager or Contact Person: _____

Address of Property Manager or Contact Person: _____

Email Address of Property Manager or Contact Person: _____

Phone number of Property Manager or Contact Person: _____

Plan and Timeline

Date of Vacancy: _____

I plan to demolish on or before: _____

Offer for rent on or before: _____

Offer to sell on or before: _____

Maintain the property vacant and secure in accordance with the Town of Smithfield Ordinance, Article V. Commercial Building Maintenance and Appearance Regulations.

Authorization/Maintenance Plan Agreement

By signing and submitting this application, I certify that I have the legal authority to do so. I have read and understand the Town of Smithfield's Commercial Building Maintenance and Appearance Regulations and that all information submitted on this application is accurate to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Commercial Building Maintenance and Appearance Ordinance Summary

The Commercial Building Maintenance and Appearance Ordinance, to aid the town in addressing vacant property issues in the Commercial and Industrial Zoning Districts and to protect the health, safety and welfare of the community, and to protect property values. The Ordinance will provide minimum standards and require the exterior building and site improvements of all commercial buildings adjacent to a public street or parking area to be of good repair, including structures, parking areas, or buildings, or any lot upon which there were formerly located such improvements, structures, parking areas or buildings. The new ordinance requires property owners to register their vacant businesses with the Planning Department within 90 days after the business has been vacated. The ordinance also establishes minimum standards for vacant properties:

- (a) The exteriors of building(s)/structure(s) on the Property shall be painted and maintained in a way that does not exhibit any Evidence of Vacancy.
- (b) The yard(s) of the Property shall be maintained in a way that does not exhibit Evidence of Vacancy.
- (c) The deck(s) and porch(s) located on the Property shall be maintained in a way that does not exhibit Evidence of Vacancy.
- (d) The window(s) and door(s) of building(s)/structure(s) of the property shall be intact and operable and shall be maintained in a way that does not exhibit Evidence of Vacancy.
- (e) Instances of visible rotting of building(s)/structure(s) located on the Property or portion thereof shall be corrected in order to eliminate Evidence of Vacancy, with the exterior painted and kept in good aesthetic condition.
- (f) The Property shall be maintained so as to exhibit no Evidence of Vacancy.
- (g) The storefronts and facades of buildings shall be maintained in a way that does not exhibit Evidence of Vacancy.
- (g) The interiors, when visible to passersby through storefront windows, shall be maintained in a way that does not exhibit Evidence of Vacancy.
- (h) Cleared Lots will be maintained with the grass cut, shrubs trimmed, and any landscaping neatly maintained.
- (i) The Property shall be maintained in a secure manner so as not to be accessible to unauthorized persons. This includes, without limitation, the closure and locking of windows, doors (including but not limited to walk-through, sliding, and garage), gates, pet doors, and any other such opening of such size that it may allow a child to access the interior of the Property or structure(s).
- (j) Properties must be maintained in a secure manner and broken windows shall be replaced and/or re-glazed; windows at the basement (the floor for that level being below or partially below ground level), street level and the second story level shall not be boarded up.