



Town of Selma
Planning & Economic Development
114 N. Raiford St.
Selma, NC 27576
P: 919-965-9841
F: 919-965-4637
www.selma-nc.com

VACANT BUILDING REGISTRATION

Pursuant to Section 17-594 of the Selma Unified Development Code, a Vacant Building Registration is required for all vacant commercial and nonresidential properties in the Commercial Districts. Commercial Districts are described in Sec. 17-307 and include Institutional and Office (IN), Neighborhood Business (NB), Central Business (CB), General Business (GB), and Interstate Business (IB).

Any vacant commercial or non-residential property that has been vacant for 90 days must be registered by the owner with the Planning Department. The owner shall register the property within the time period set forth unless the owner can provide clear and convincing evidence that his or her property is not vacant.

REGISTRATION TYPE AND FEE

☐ Initial (\$250) ☐ 6 Month renewal (\$500) ☐ 12 Month renewal (\$750) ☐ 18 Month renewal (\$1000)

APPLICANT INFORMATION

Owner's Consent Form is required if applicant is not the property owner.

Applicant Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Property Owner (if different than applicant):

Name: _____

Mailing Address: _____

Phone Number: _____

SITE INFORMATION

Property Address: _____

Alternate Contact Name: _____

Alternate Contact Phone: _____

REQUIRED INFORMATION

The following items must accompany a registration (if not applicable, check "n/a"). Incomplete applications will not be reviewed until all materials have been provided.

Item	Yes	N/A
1. Completed and signed application	<input type="checkbox"/>	
2. Owner's Consent Form <i>Required if applicant is not the property owner.</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. Proof of Liability Insurance of at least \$250,000 for property.	<input type="checkbox"/>	

APPLICANT AFFIDAVIT

I, the undersigned, do hereby make an application and petition to the Planning Department of the Town of Selma to approve the vacant building application. I hereby certify that all activities will be carried out in compliance with the Unified Development Code and understand that violations will result in a Code Enforcement action and fine. I further certify that I have the full legal right to request such action and that the statements or information made in any documents submitted herewith are true and correct to the best of my knowledge. I understand this application, related material, and all attachments become official records of the Town of Selma and will not be returned.

Print Name

Signature of Applicant

Date

STAFF ANALYSIS (completed by staff)

Historic District: ☐ Yes ☐ No

Date of Inspection by Planning Director: _____

Is Structure in the Right-of-Way of any of the following (check all that apply):

☐ City Utilities ☐ Railroad ☐ NCDOT or City Road ☐ Proposed Thoroughfare ☐ None

Comments:



Town of Selma
Planning Department
114 N. Raiford St.
Selma, NC 27576
P: 919-965-9841
F: 919-965-4637
www.selma-nc.com

AGENT AUTHORIZATION / OWNER'S CONSENT FORM

Pursuant to Section 17-602 of the Town of Selma Unified Development Ordinance, written authorization is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. All fields must be completed.

AGENT/APPLICANT INFORMATION:

(Name)

(Address)

(City, State, Zip)

I hereby give CONSENT to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (*list applicable requests*):

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me, or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER AUTHORIZATION:

(Name)

(Address)

(Owner's Signature)

(City, State, Zip)