

_____ 20 _____

REF: _____

Dear _____

The Mayor and Town Council recently enacted an ordinance under the Construction and Installation, Buildings-Public Nuisance, Article 3, Section 3-201-205. This Ordinance requires that any building or lot vacant in excess of 60 days and or is vacant having one or more public nuisances; the property owner must within 10 business days register the building as "VACANT." State Tax Records record you as the owner of the property located at: _____, Colmar Manor, MD 20722. The letter serves as your notice that the aforementioned property must be register as "VACANT" no later than _____, 20____. Failure to 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 three-hundred (\$300) for a residential unit, six-hundred dollars (\$600) for a commercial building (including apartments) and seventy-five (\$75) for a vacant lot for a 6 month period. Please see the reverse which serves as the registration form. Please note the form must be filed along with the appropriate fee and plan (see enclosure) within 10 days of this notice. Should you believe that you have received this notice in error please contact our office at 301-779-5491 or 240-640-0721 (cell) to discuss it.

Sincerely,

Barry N. Wade, Sr.
Code Compliance Officer

TOWN OF COLMAR MANOR
3701 LAWRENCE STREET
COLMAR MANOR, MARYLAND 20722
VACANT BUILDING/LOT REGISTRATION

Date: _____

Tax ID: _____

Building Address: _____

Building Name: _____

Property owner(s): _____

MAILING address: _____

Telephone: day: _____ cell: _____ other; _____

Please list any *lien holders*, other owners (not shown above), estate executers (include phone numbers):

Date building became vacant: _____

Fee Enclosed (*certified funds no personal checks or cash will be accepted*) _____

Payable to the Town of Colmar Manor

Signature of person submitting form: _____

Printed name of person submitting form: _____

Office Use Only: Date received: _____

By: _____