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Clearwater, NE 68726
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VILLAGE OF CLEARWATER
BOARD OF TRUSTEES
"Looking to the Future"



402-485-2365
clerk@clearwaterne.com

VACANT PROPERTY REGISTRATION

Date: _____

Owner name: _____

Owner street address: _____

Owner mailing address: _____

Owner phone number: _____

Owner email address: _____

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Vacant property street address: \_\_\_\_\_

Vacant property parcel ID and legal description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date owner purchased property: \_\_\_\_\_

Date property became vacant: \_\_\_\_\_

Plan for vacant property occupancy: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
*Village Clerk/Treasurer*

\_\_\_\_\_  
*Date Received*

# VACANT PROPERTY REGISTRATION

1. Owners shall be responsible for registering all vacant buildings if the property has been vacant for 180 days or longer. Forms are available online and at the Village office. Exemptions are listed in Section 5 of Ordinance 2022-7.
2. Owners shall be responsible for notifying the Village of any changes in ownership or occupation within 30 days of change.
3. A fee of \$1,000 shall be payable 180 days after initial registration of property or one year after property becomes vacant, whichever is sooner.
4. Fees shall increase and be payable every six months that the property remains on the vacant property registration.
5. If the property is sold, the new owner will assume the same obligations.
6. A refund of up to one year's worth of fees is available once the property is no longer vacant.
7. Any person providing false information or failing to comply with fee payments shall be fined \$500 for each day of violation. The Village may enforce fees and fines through civil action or liens on the property.
8. Owners have the right to appeal all decisions by writing a letter to the Board of Trustees and requesting a meeting. They may also be placed on the next regular monthly board meeting as an agenda item.
9. A copy of Ordinance 2022-7, codified as Municipal Code Section 11-370 to 11-377, shall be provided to all property owners with a certified letter advising them of required registration of a property.