



CITY OF SANFORD LAND BANK AUTHORITY www.sanfordmaine.org/housing housing@sanfordmaine.org	VACANT BUILDING LICENSE APPLICATION NEW/CHANGE OF OWNERSHIP
Sanford City Hall, Code Enforcement Office 919 Main Street Sanford Maine 04073 (P) 207-608-4133	Revised 08-28-2017 Page 1 of 2

Pursuant to City Code § 149-6.1 et seq, owners are required to obtain a license for each of their vacant buildings with the City of Sanford Code Enforcement Office beginning August 1, 2017 and within 90 days of a building becoming vacant, purchasing, transferring, assigning, or acquiring a vacant building. All licenses expire 6 months from the date of issuance. *Note: owners have a grace-period until November 1, 2017 to license their vacant buildings.*

Failure to license on time may result in a civil violation and carries a civil penalty and is subject to a fine of \$300 for each month the building remains unlicensed and may be deemed Abandoned pursuant to 30-A M.R.S.A § 3106-B or Dangerous pursuant to 17 M.R.S.A § 2851. An appeal may be taken to the Zoning Board of Appeals to hear appeals of order, decisions, or determinations made to application and application of this code.

A vacant building is a residential or commercial building which is lacking habitual presence of natural persons who have a legal right to be on the premises, or at which substantially all lawful business operations or residential occupancy has ceased with the exception of garages or accessory building not intended for human occupancy. Any building in which more than one-half of the total exterior windows and doors are broken, boarded or not present without functioning locks is to be deemed vacant regardless of the occupancy.

Complete a **VACANT BUILDING LICENSE APPLICATION** for **EACH VACANT BUILDING** and return to the City of Sanford Code Enforcement Office by mail with a check made out to the City of Sanford for the required licensing fee. Applications will not be accepted without payment.

SECTION 1: PROPERTY INFORMATION		
Street Number	Street Name	MBL- Map, Block, Lot Number (e.g. K30-25)

SECTION 2: OWNER INFORMATION		
Owner(s) First Name	Owner(s) Last Name	Telephone Numbers (primary) (secondary)
Mailing Address		Email Address
Owner is a/an: Individual(s) Corporation Trust		

SECTION 3: PROPERTY MANAGER/RESPONSIBLE PARTY		
Property Manager First Name	Property Manager Last Name	Telephone Numbers (primary) (24-hours)
Mailing Address		Email Address
Property Manager is an: Individual Business		

SECTION 4: MORTGAGEES/LENDERS			
Mortgagee/Lender Name	Mailing Address	Email Address	Telephone Number

