

**TOWN OF WELDON
CODE ENFORCEMENT**

PO Box 551 ~ WELDON, NC 27890
Phone 252.536.4836 ~ Fax 252.536.4104

Boarded Up Structure Registration Form

Step 1: Boarded Up Property Information

Number _____ Street _____
City _____ State _____ Zip _____
Parcel ID# _____

How long will this structure be boarded up _____

Reminder: A Structure can be boarded up for up to six (6) months

Step 2: Owner Information

Owner 1 information

Owner 2 information

Name _____

Name _____

Business Name _____

Business Name _____

Address (1) _____

Address(1) _____

Address (2) _____

Address (2) _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Phone _____ Fax _____

Email _____

Email _____

Step 3: Responsible Person Information

Who does The Town of Weldon
Contact regarding this boarded up
Structure _____

Property Owner (s)

Responsible Person

If you checked "Responsible Person" above
you must provide the name/business name and
contact information for the person or business
that will serve as the contact for this boarded up
structure.

Responsible Person Information

Name _____

Business name _____

Address (1) _____

Address (2) _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Step 4: Maintenance Plan

Your vacant property must be kept in compliance with Town codes regardless of its occupancy status. You must provide a plan for regular maintenance while the structure is boarded up (control of weeds and grass, graffiti, debris, security, etc.)

Step 6: Future Plan

Describe your plan and time line for lawful occupancy, rehabilitation and /or demolition

Step 7 Sign, Date and Submit

Signature _____

Date _____