



**City of Lancaster  
Community Development Department  
Community Preservation**

44933 Fern Avenue, Lancaster, California, 93534  
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**VACANT PROPERTY REGISTRATION APPLICATION**

Registering vacant property provides applicants with an opportunity to meet code requirements and identify any significant property-specific concerns. See Chapter 9.55 of the Lancaster Municipal Code for vacant property requirements. The minimum requirements for a complete application are:

- Vacant Property Registration Application
- Proof of fire and liability insurance
- A Letter of Agency to the Los Angeles County Sheriff's Department Lancaster Station and/or Lancaster Police Department empowering the removal of all unauthorized trespassing persons from the property
- Any other information the Chief of may require

**Project Address:** \_\_\_\_\_

**Assessor's Parcel Number(s) (APN):** \_\_\_\_\_ **Square Footage:** \_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_

**Property Owner's Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Individual(s) responsible for the maintenance and security of the vacant property (if not the property owner)**

**Name** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Maintenance/Security Contact Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Primary Point of Contact:** ☐ Property Owner ☐ Maintenance/Security Contact

**Most recent legal use of the vacant property:** \_\_\_\_\_

**Methods by which the person who owns, possesses, or is in control of vacant property has or will secure the vacant property against unauthorized entry:** \_\_\_\_\_  
\_\_\_\_\_

**Any future plans for the property:** \_\_\_\_\_

I certify that the foregoing statements and information are true and that any submittal material, statements or plan designs are correct to the best of my knowledge.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**FOR STAFF USE ONLY**

**Date Received:** \_\_\_\_\_ **By:** \_\_\_\_\_