

TOWN OF CLARENDON  
ORLEANS COUNTY, NY

VACANT BUILDING REGISTRATION APPLICATION

Please Print (Use Ink Pen)

Regarding property located at: \_\_\_\_\_

Tax Parcel ID #: \_\_\_\_\_

Please fill out all applicable information and return to Town of Clarendon Code Enforcement Officer.

Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owners Phone #: \_\_\_\_\_

Home Address: (No PO BOX) \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

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Building Information

Building Description: \_\_\_\_\_

SQF of Building: \_\_\_\_\_ # of Stories: \_\_\_\_\_ Recent Use: \_\_\_\_\_

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Property Manager's Information (only if applicable)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

VACANT BUILDING REGISTRATION (§169-5)

1. The owner of a vacant building or structure will register with the Clarendon Town Code Enforcement Officer no later than thirty (30) days after any building or structure becomes a "vacant building" as defined herein and/or not later than thirty (30) days after being notified by the Clarendon Town Code Enforcement Officer of the requirement to do so. The Clarendon Town Code Enforcement Officer may identify vacant buildings or structures through any routine inspection process or through notification by residents, neighborhood associations and other community groups that same may be eligible for inclusion on the registry. Notice will be deemed received by the owner, property manager, or any occupant three (3) days after personal delivery or five (5) days by first class mail. Clarendon may also post notices on Clarendon's website to provide additional notice to the public. However, Clarendon's failure to post such violations on Clarendon's website will not constitute a defense to any enforcement proceeding or collection of fines.

2. The registration will be submitted on forms provided by the Clarendon Town Code Enforcement Officer and will include the following information (provided by the responsible party and attached hereto;):

A) A description of the premises, including square footage, number of stories, age of the building or structure,

and most recent use of the building or structure. Included an attached document provided by the owner.

B) The names addresses and telephone numbers of all owners. If the owner is a corporation, limited liability company or partnership, the address for each director, manager and/or partner. The address must include a street address. A post office box is not acceptable.

C) If the owner does not reside in the County of Orleans or any adjoining county, the name and address of a property manager who does reside in Orleans Country or any adjoining county. The address must include a street address. A post office box is not acceptable.

D) The names and address of all known lienholders and anyone with an ownership interest in the building or structure. The address must include a street address. A post office box is not acceptable.

E) A name, address and telephone number of a responsible natural person (not a corporation, partnership or limited liability company) who can be reached at all times during business and nonbusiness hours. The address must include a street address. A post office box is not acceptable.

F) A vacant building plan or structure plan as described in Subsection 3 below.

3. The owner will submit a vacant building or structure plan subject to the approval of the Clarendon Town Code Enforcement Officer. The plan must contain information from one of the following:

A) If the building or structure is to be demolished, a demolition plan indicating the proposed time frame for demolition.

B) If the building or structure is to remain vacant, a plan for the securing of the building or structure in accordance with standards provided below, with the procedure to be used to maintain the property and a statement of the reason(s) why the building or structure will be left vacant.

C) If the building or structure is to be returned to appropriate occupancy or use, rehabilitation plans for the building or structure must be submitted to the Clarendon Town Code Enforcement Officer. The time frame for rehabilitation plans will not exceed three hundred sixty five (365) days from the date of submission and will include progress benchmarks at least every four (4) months, unless the Clarendon Town Code Enforcement Officer grants an extension for good cause shown upon receipt of a written statement from the owner detailing the reasons for the extension. Any repairs, improvements or alterations to the property must comply with applicable zoning, housing, historic preservation and/or building codes. The building or structure must be secured in accordance with this Chapter. Any building or structure that is vacant longer than three hundred sixty five (365) days will lose its current Certificate of Occupancy and must have a new Certificate of Occupancy issued before the building or structure can be occupied.

4. The owner will comply with all applicable laws and codes. The owner will notify the Clarendon Town Code Enforcement Officer of any change in information supplied as part of the vacant building or structure registration within thirty (30) days of said change. If the plan or timetable for the vacant building or structure is revised, the said revision must be in writing and must meet the approval of the Clarendon Town Code Enforcement Officer.

5. The owner will keep the building or structure secured, safe and properly maintained as provided by both the New York State Property Maintenance Code and this Chapter.

6. Failure of the owner to maintain the building, structure and/or premises as required herein will constitute the basis for Clarendon to remediate the building, structure or premises with the cost of same to be incurred by said owner, and/or all rehabilitation plans and/or fees and penalties as provided herein.

7. The owner will notify the Clarendon Town Code Enforcement Officer of any transfer of ownership within fifteen (15) days of such a transfer. The new owner will comply with the approved plan and timetable submitted by the previous owner until any proposed changes are submitted and approved by the Clarendon Code Enforcement Officer.

8. Vacant building or structure registration fees.

A) The owner of a vacant building or structure will pay a registration fee as determined by the fee schedule adopted by Clarendon at any time during the course of a fiscal year. The registration fee is due and payable upon registration no later than thirty (30) days after any building or structure becomes vacant as defined above, or no later than thirty (30) days after being notified by the Clarendon Town Code Enforcement Officer of the requirement to register.

B) If the building or structure is to remain vacant, then the owner will also pay an annual vacant building fee, amount to be determined by the fee schedule adopted by Clarendon. The fee schedule shall provide for differing amounts dependent upon the number of years that the building or structure is vacant.

C) If the building or structure is to be returned to appropriate occupancy or use, rehabilitation plans for the building or structure must be submitted to the Clarendon Town Code Enforcement Officer. The time frame for rehabilitation plans will not exceed three hundred sixty five (365) days from the date of submission and will include progress benchmarks at least every four (4) months, unless the Clarendon Town Code Enforcement Officer grants an extension for good cause shown upon receipt of a written statement from the owner detailing the reasons for the extension. Any repairs, improvements or alterations to the property must comply with applicable zoning, housing, historic preservation and/or building codes. The building or structure must be secured in accordance with this Chapter. Any building or structure that is vacant longer than three hundred sixty five (365) days will lose its current Certificate of Occupancy and must have a new Certificate of Occupancy issued before the building or structure can be occupied.

D) If the owner of a vacant building or structure fails to register and pay the fees in a timely manner said owner will be subject to penalty set forth in the fee schedule adopted by Clarendon.

E) All delinquent fees will be paid by the owner prior to any transfer ownership interest in any vacant building or structure. The current owner will give any new written notice that the building or structure in question is a vacant building or structure under this Chapter.

F) Fees are to be delivered, in person, to the Clarendon Town Clerk's Office, 16385 Church St. , Clarendon, NY. or by mail P.O. Box 145, Clarendon, NY 14429. A late charge of two percent (2%) per month, or any part thereof, will be assessed on any invoice which is unpaid after thirty (30) days from the date of either payment demand or invoice. A processing fee will be charged for each check returned by the bank. A replacement payment must be made in cash, money order, bank check or certified check and must include the processing fee and any applicable late charges. All invoices and/or any additional fees remaining unpaid will be added to the property owner's tax bill including all necessary additional fees.

9. The Clarendon Town Code Enforcement Officer will include in the property file written statements from community organizations, interested parties and/or citizens regarding the history, problems, status or blighting influence of a vacant building.

The initial registration fee a vacant building in the Town of Clarendon is hereby set at Fifty Dollars (\$50.00).

The annual vacant building fee is set forth as follows:

The annual vacant building fee is due on the anniversary of the payment of the initial registration fee. The late fee for untimely payment is \$250 plus 1% per month or part thereof.

There is a return check processing fee of \$20.00.

Any unpaid fees as set forth hereinabove are to be added to property tax billing and, in addition, a \$250 fee is to be paid for said unpaid charges added to the property tax bill.

<u>Property Type</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Each Subsequent Year</u>
Demolition plan or Rehabilitation Plan submitted.	\$100	If no extension is granted, then the maximum fee for the relevant property type will be charged for each subsequent year.		
1-3 Unit Residential	\$250	\$500	\$750	\$1,000
4-6 Unit Residential	\$500	\$1,000	\$1,500	\$2,000
7+ Unit Residential	\$250/unit	\$500/unit	\$750/unit	\$1,000/unit
Commercial (whichever is greater)	\$1,000 or \$0.05/sq.ft.	\$2,000 or \$0.10/sq.ft.	\$3,000 or \$0.15/sq.ft.	\$4,000 or \$0.20/sq.ft.*

\*=gross square foot

PLEASE NOTE: This application has been sent to you because you are identified by Orleans County Tax Records as the listed owner, taxpayer, mortgage holder, and/or responsible party. If you no longer have an interest in the property, please indicate your name, when you sold the property and to whom.

Seller: \_\_\_\_\_ Agent's Phone #: \_\_\_\_\_

Seller's Agent/Company: \_\_\_\_\_

New Buyer/Responsible Party: \_\_\_\_\_

Buyer's Address: \_\_\_\_\_

Street City State Zip

Buyer's Phone #: \_\_\_\_\_

Other Interested Party: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip

Phone #: \_\_\_\_\_

**I certify that the above information is true and correct, and I understand that I am required to notify the Code Enforcement Officer of any changes.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

Owner's Address: \_\_\_\_\_

Street City State Zip