	City of Newburgh Department of Code Compliance 123 Grand Street, Newburgh, NY 12550 Ph: (845) 569-7400 Fax: (845) 569-0096 www.cityofnewburgh-ny.gov	**Official Use Only** Date Rec'd _____ Amt. Paid _____ Check # _____ Reg. # _____ Approved By _____ Date Approved _____

Permit Type:
□ New Vacant Building Registration □ Administrative Registration □ Annual Registration Renewal

Date of Application_____

Vacant Building Registration

Applicant is: □ Owner □ Bank/Mortgage Co □ Realtor □ Service Co □ Other _____

Property Address _____

Tax Map No. _____ Section Block & Lot _____

Property Type: □ Commercial □ Industrial □ Residential □ Mixed Use

Date of Initial Vacancy: _____ Expected Date of Occupancy: _____

Applicant *(if not Owner)*	Name: _____ Date of Birth: _____ Employer ID No. *(if applicable)*: _____ Address: _____ City: _____ State _____ Zip _____ Business Address: _____ City: _____ State _____ Zip _____ Phone No: _____ Cell No: _____ Email: _____
Owner *(Include information for principal officers and each natural person who possesses ownership interest in rental property. If more than one owner exists, attach additional required information to application.)*	Name: _____ Date of Birth: _____ Employer ID No. *(if applicable)*: _____ Residence Address: _____ City: _____ State _____ Zip _____ Business Address: _____ City: _____ State _____ Zip _____ Phone No: _____ Cell No: _____ Email: _____

Local Agent *(Must be a natural person who is at least 21 years old and who maintains offices or resides in New York State.)*	Name: _____ Address: _____ City: _____ State _____ Zip _____ Phone No: _____ Cell No: _____ Email: _____
Property Manager *(Must maintain offices within 45 miles of the City and must be available by phone or in person at all times.)*	Name: _____ Address: _____ City: _____ State _____ Zip _____ Phone No: _____ Cell No: _____ Email: _____

Describe the building's current status – size, characteristics, condition, etc.: _____

_____

_____

_____

_____

_____

Describe how the structure will be secured so it won't become open to the general public: _____

_____

_____

_____

_____

_____

Property Plan *Select all that apply:*	□ For Sale	Listing Date Closing Date
	□ Renovation	Start Date
	□ Demolition	Removal Date
	□ Convert to Rental Property	Start Date Rental License Application Date
	□ Statement of restoration plans attached to this Vacant Building Form. The applicant must submit a detailed statement of restoration plans if s/he intends to restore the property to productive use and occupancy within a year of registering the subject vacant building. The statement, at a minimum, must contain either a demolition plan indicating the proposed timeframe for demolition or a rehabilitation plan detailing how the building will be returned to occupancy or use. Implementation of the rehabilitation plan may not exceed 12 months. Any repairs, improvements, or alterations to the property must comply with any applicable zoning, housing, historic preservation, or building codes and must be secured during the rehabilitation. The Office of Code Compliance can provide the applicant with a written referral to the Planning Department for information about available programs that may be useful in developing the rehabilitation plan.	

Insurance or Bond Required. *Select One of the Following:*

□ Liability insurance acquired and maintained in an amount of not less than $300,000 for one- and two-unit residential buildings and not less than $1,000,000 for any other building. Insurance must cover any damage to any person or any property caused by any physical condition of or in the building. A copy of the insurance certificate must be attached to this Vacant Building Form.

OR

□ A cash bond of no less than $10,000 was provided to the Office of Code Compliance.

Provide date that utility service was terminated for the following:
Water _____
Sewer _____
Natural Gas _____
Electricity _____

Annual Registration Fee *Calculate the required registration fee using this table and submit fee with this Vacant Building Form.*	
Registration Fee based on length of vacancy: *Up to 1 year.....$250* *1 to 2 years.....$500* *2 to 3 years.....$1,000* *More than 3 years.....$2,000* *Exempt: statement of restoration plans attached to this Vacant Building Form.....$0*	
Total Fee Due	

The undersigned hereby submits a registration statement for the vacant property identified in this Vacant Building Form; acknowledges the provisions of Newburgh City Code Chapter 121 have been reviewed; and attests the subject premises will be maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further certifies that all information in this application is complete and accurate and certifies that the subject premises conforms to the Code of Ordinances of Newburgh and the laws of the State of New York.

I_____ being first duly sworn, upon my oath, depose and say that

(print owner's or responsible party's name)

I am the person who has executed the foregoing application and that the statements made herein are true to my own knowledge and belief.

Notarized Signature of Owner or Responsible Party: _____ Date: _____

Notary Public Signature_____Location: _____

Subscribed and sworn to before me this _____day of _____ 20_____

Fee amount enclosed: _____

Important Notice to Applicant:

- ***Vacant Building Law:*** Newburgh City Code Chapter 121 can be found at http://ecode360.com/10871072.
- ***Vacant Building Registration Process***: The applicant must submit this Vacant Building Registration Form and required fees and attachments to the City of Newburgh Department of Code Compliance within 30 days of assuming ownership of the vacant property, or within 10 days of receipt of notice from the municipality, whichever occurs first. The applicant must individually register each vacant property with separate section, block, and lot number.
- ***Annual Registration Renewal & Fee***: Registration remains valid for one year from date of registration. As long as the building remains vacant, the owner or responsible party must renew registration annually and pay a registration or renewal fee in the amount prescribed in City Code Chapter 163. All registrations must be renewed on or before January 1st of each year, with payment due within 30 days of renewal. The initial registration fee shall be prorated for Vacant Building Forms received less than 10 months prior to that date.
- ***Changes in Information***: Within 30 days of any change in registration information, the applicant must file an amended Vacant Building Registration Form with the Office of Code Compliance.
- ***Registration Fee Exemption for Rehabilitation Plans***: As noted above in the Vacant Building Registration Form, the applicant must submit a detailed statement of restoration plans if s/he intends to restore the property to productive use and occupancy within a year of registering the subject vacant building. Upon filing these restoration plans, the applicant is exempt from paying the registration fee but must comply with all other vacant building registry requirements. If the subject property is not restored to productive use and occupancy at the end of the twelve-month period, the owner is liable for any fee waived. The Office of Code Compliance may extend the waiver of the registration fee for not more than one additional year in response to the property owner's written request if a municipal officer finds that compelling conditions outside the owner's control made it impossible for the owner to restore the property within the initial twelve-month period. Where the owner is an entity experienced in rehabilitation or redevelopment of vacant properties, and where the property subject to this chapter is being held for a project of rehabilitation or redevelopment consistent with municipal plans and ordinances, and where, by virtue of financing, market, or other conditions, that project may require more than one year for realization, the Office of Code Compliance may extend the waiver of the registration fee on an annual basis without limitation upon written request by the owner, as long as a municipal officer finds that the owner is making reasonable progress toward completion of the project. The owner must provide the Office of Code Compliance with documentation of such progress, which may include plans, financing applications, applications for land use approval, or other evidence of progress.
- ***Required Security Measures:*** Within 30 days of a building becoming vacant or the owner taking title to a vacant building, the owner or responsible party must:
    1. Enclose and secure the structure as provided in the applicable codes of the City of Newburgh and the State of New York or as set forth in the City's rules and regulations.
    2. Ensure that the grounds of the structure, including yards, fences, sidewalks, walks, and driveways, are well-maintained and kept free from trash or debris.
    3. Post a sign affixed to the structure with the name, address, and telephone number of the owner and the owner's authorized agent for the purpose of service of process and the name, address, and telephone number of the property manager. If the structure is set back from the street, the sign may be posted on a well-secured post or stake in the front yard of the property. The sign must be at least 18 inches by 24 inches in dimension, must include the words "to report problems with this building, call," and must be placed in a location where it is clearly legible from the nearest public street or sidewalk, whichever is nearer.
    4. Maintain the structure in a secure and closed condition, keep the grounds in a clean and well-maintained condition, and ensure that the sign is visible and intact until the building is again occupied or demolished or until repair or rehabilitation of the building is complete.
- ***Changes in Liability Insurance***: Registration requires the owner of vacant property to purchase a minimum amount of liability insurance or provide a bond (see form above). Any insurance policy acquired or renewed after the building has become vacant must provide written notice to the Office of Code Compliance within 30 days of any lapse, cancellation, or change in coverage, and the owner also must provide written notice of any lapse, cancellation or change in coverage to the Office of Code Compliance.