



Village of Island Park Vacant Property Registration Form

Local Law 27 of 2017

Subject Property Address: _____
Section: _____ **Block:** _____ **Lot(s):** _____
Square Footage: _____ **Number of Stories:** _____
Age of Building: _____ **Most recent use of Building:** _____

REGISTRANT INFORMATION		
OWNED BY INDIVIDUAL(S)		
Name of First Property Owner:	Date of Birth:	
Physical address of Owner:		
City:	State:	Zip Code:
Mailing address of Owner:		
City:	State:	Zip Code:
Home Phone:	Business Phone:	Email:
Name of Second Property Owner:		
Physical address of Owner:		
City:	State:	Zip Code:
Mailing address of Owner:		
City:	State:	Zip Code:
Home Phone:	Business Phone:	Email:
List of Additional Property Owners:		
*PLEASE ATTACH ALL COPIES OF DRIVERS LICENSES		
OWNED BY CORPORATION, LIMITED PARTNERSHIP, LIMITED LIABILITY COMPANY, TRUST, ESTATE, LIEN HOLDERS, OR OTHER LEGAL ENTITY		
Name of Entity:		
Physical address of Entity:		
City:	State:	Zip Code:
Mailing address of Entity:		
City:	State:	Zip Code:
Phone:	Email:	
Name of Registered Agent/Trustee/Representative:		
Physical address of Agent:		
City:	State:	Zip Code:
Mailing address of Agent:		
City:	State:	Zip Code:
Home Phone:	Email:	
*PLEASE ATTACH ALL COPIES OF DRIVERS LICENSES		
DESIGNATED LOCAL PROPERTY MANAGER		
Name of Property Manager:		
Mailing Address of Property Manager:		
City:	State:	Zip Code:
Phone:	Email:	
*PLEASE ATTACH ALL COPIES OF DRIVERS LICENSES		

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VACANT PROPERTY INFORMATION

PLAN OF ACTION*

1.) Provide a **detailed timeline** for correcting all violations and a plan to meet the minimum standard of care for vacant properties as described in Local Law No. 31 of 2017 entitled Maintenance of Vacant Buildings. Common violations of the maintenance standard of care include, but are not limited to, exterior walls, including foundations, shall be maintained. Exterior doors, windows, skylights and similar openings shall be maintained weathertight. Exterior stairs, porches, entrance platforms, fire escapes, and railings shall be maintained in a safe condition. Roofs shall be maintained in a watertight condition. Covering of doors and windows approved by Code Enforcement. Cracked or broken glass windows and doors shall be replaced (**See attached Local Law 31 of 2017** for complete list of ordinance maintenance requirements for vacant properties.)

2.) Identify the measures that will be taken to maintain the property while it is vacant.

3.) Provide a detailed plan for how the vacant building will be rehabilitated and identify a future use for the property:

***This Plan of Action must be updated and delivered to the Village of Island Park every six (6) months**

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REQUIRED ATTACHMENTS

- 1.) Provide an undertaking to the Village of Island Park in the form of cash or certified funds acceptable to the Village Attorney, in the sum of \$25,000 for residential or \$35,000 for commercial property, in order to secure the continued maintenance of the property throughout its vacancy and reimburse the Village for any expenses incurred in inspecting, remediating, or securing such property when such property is not in compliance with this Local Law.
- 2.) The owner shall submit a vacant building plan which must meet the approval of the Building Department. The plan, at a minimum, must contain information from one of the three choices for the property:
 1. If the building is to be demolished, a demolition plan indicating the proposed time frame for any necessary permitting through the Village
 2. The owner and subsequent owners shall keep the building secured and safe and the building and grounds properly maintained and monitored as provided in the Village Code.
 3. If the building is to be returned to appropriate occupancy or use, rehabilitation plans for the property are required. The rehabilitation plan shall not exceed 365 days, unless the Chief of the Building Department grants an extension upon receipt of a written statement from the owner detailing the reasons for the extension. If no building permit has been applied for within the 365 days, the Enforcement Officer will send written notification to the owner of the lack of compliance with Section 3 of this Chapter. The owner will be required to file an extension with a revised rehabilitation plan and reasons for noncompliance. Failure to respond may result in prosecution as prescribed in Sections 7 and 8. Any repairs, improvements, or alterations to the property must comply with any applicable zoning, housing, historic preservation or building codes and the structure must remain secured, if applicable, during the rehabilitation.

REGISTRATION & FEES

The first-year annual fee shall be \$500 and shall be paid no later than thirty (30) days after the building becomes vacant. If the fee is not paid within thirty (30) days of being due, the owner shall be subject to prosecution as prescribed in Sections 7 and 8. If a plan is extended beyond 365 days, subsequent annual fees shall be paid as follows:

- For the second year that the building remains vacant: \$1,000;
 - For the third year that the building remains vacant: \$1,500;
 - For the fourth year that the building remains vacant: \$2,000; and
 - For the fifth, and each succeeding year that the building remains vacant: \$3,000
- The fee shall be paid in full prior to the issuance of any building permits with the exception of a demolition permit.
 - All delinquent fees shall be paid by the owner prior to any transfer of ownership interest in any vacant building. If the fees are not paid prior to any transfer, the new owner shall pay the annual fee no later than 30 days after the transfer of ownership, and subsequent annual fees shall be due on the new anniversary date.
 - The purchaser/buyer of any vacant building within the Village shall, at the time of closing, file a new and complete vacant building registration form. The purchaser shall also pay to the Village at the time of closing, the fees associated with registering such vacant building.
 - The seller of any vacant building, at the time of closing shall pay any and all past-due vacant building registration fees associated with said building that is being sold.

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SIGNATURE

By signing and submitting this application, I certify that I have the legal authority to do so. I have read and understand the Village of Island Park's Vacant Property Local Law. The undersigned hereby attests to the above information as accurate. Any falsification may result in the denial or revocation of registration for a vacant building in the Village of Island Park.

Signature of First Owner or Registered Agent

Date

Signature of Second Owner or Registered Agent

Date

Signature of Property Manager (if applicable)

Date

Sworn to before me this ____ day of _____, 20__

Notary Public