

DEAR PROPERTY OWNER: Please complete form in ink. Please print. Please be sure to complete the entire form. Please return the form to the Code Enforcement Office, 258 Main Street, Oneonta, NY 13820.

§ 93-6 The owner of a vacant building shall pay an annual fee. If the annual fee has not been paid it may be re-levied against the real property, administrative fees shall accrue. A copy Chapter 93 has been enclosed for your reference.

Vacant Property Registration

/ Property Use Certification

Fee:	_____
Received By:	_____
Date Received:	_____

Property Address: _____
1 property per form

Tax Map Number: _____

PART I

OWNER(S):

Person's Name: _____

Business Name: _____

Home Address: _____
If applicable
Street

Mailing Address: _____
City State Zip
Street

Phone: _____
Area Code Extension

Email Address: _____

Please note that the person above will be receiving all correspondence from this office.

Person's Name: _____

Phone: _____
Area Code Extension

Email Address: _____

Person's Name: _____

Phone: _____
Area Code Extension

Email Address: _____

PART II

OWNER'S SIGNATURE

DATE

PART III

LOCAL AGENT:

Name: _____

Address: _____

Street

City

State

Zip

Phone: _____

Area Code

Extension

Email Address: _____

PART IV

1. Is the building going to be demolished? Yes No

Briefly describe the demolition plan & time frame. *(Please note that building demolitions require a site plan review by the Planning Commission.)*

2. Is the building to remain vacant? Yes No

Briefly describe the plan for securing building & procedure to maintain property.

3. Is the building going to be returned to the appropriate occupancy or use? Yes No

Provide a rehabilitation plan & time frame. *(Please note that the plan cannot exceed 365 days.)*

PLEASE NOTE

§ 93-3 F & G: Failure of the owner or any subsequent owners to maintain the building & premises that results in remedial action taken by the City shall be grounds for revocation of the approved plan & shall be subject to any applicable penalties by the law. New owners shall register the vacant building with the Code Enforcement Office within 30 days of any transfer of an ownership interest. The new owners shall comply with the approved plan & timetable submitted by the previous owner until any proposed changes are submitted & approved by the Code Enforcement Office.