



**BUREAU OF CODE ENFORCEMENT
CITY OF SCHENECTADY
NEW YORK**

City Hall
105 Jay Street, Room 17
Schenectady, NY 12305
Phone: (518) 382-5050
Fax: (518) 372-9459

VACANT BUILDING REGISTRATION FORM

PROPERTY INFORMATION

Address of Vacant Property: _____

Parcel Tax ID #: _____

Property Type: Single Family Multiple Family Commercial

Utilities: **Water:** On Off **Gas:** On Off **Electricity:** On Off **Winterized:** Yes No

Date Property Became Vacant: _____ Expected Time to Be Vacant: _____

PROPERTY OWNER (If the building is held by a corporate or partnership entity, please list the corporate or partnership name, address and principal of the corporate or partnership entity.)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Tele #: _____ E-Mail: _____

LIEN HOLDERS INFORMATION: (Please list all liens which have attached to this property, if more space is required, please attach a separate sheet detailing all lien holders.)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Tele #: _____ Lien Holder Contact Person: _____

PROPERTY MANAGER/EMERGENCY CONTACT: (This person must be reachable twenty-four (24) hours a day, without exception.)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Tele #: _____ Contact Person: _____



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STATEMENT OF PLAN: (Plan for Rehabilitation, Maintenance and/or Demolition of Structure)

Please attach a plan detailing one or more of the following options for the vacant building:

- A demolition plan, indicating the proposed time frame in which the building will be demolished, not to exceed one hundred and eighty (180) days.
 - The plan must meet the Bureau of Code Enforcement's Demolition Checklist, which is available at the Bureau of Code Enforcement or at http://cityofscheneectady.com/building_inspector_code.htm
- If the building is to remain vacant, for up to ninety (90) days, detail a plan for securing the building and a plan to remain in compliance with Schenectady City Code Sections 138 (Building, Plumbing and Electrical Standards), 161 (Garbage, Rubbish and Refuse), 167 (Housing Standards), 228 (Streets and Sidewalks) and 258 (Weeds and Offensive Accumulation) and a statement as to why the building will remain vacant up to ninety (90) days.
 - Please note: A building which remains vacant for over ninety (90) days is defined as a nuisance under Schenectady City Code Section 167-54 and will be subject to prosecution.
- A rehabilitation plan, if the building is to be returned to appropriate occupancy or use, please provide a rehabilitation plan for the property. The rehabilitation plan shall not exceed three hundred and sixty-five (365) days, unless the Enforcement Officer grants an extension, in writing, 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 any applicable zoning, housing, historic preservation or building codes and must be secured in accordance with Schenectady City Code Section 167-51.1, if applicable, during the rehabilitation.

- Please note: Your rehabilitation plan must include a timeline for obtaining a building permit and completing the work within one year as required by Schenectady City Code Section 138-20.

Proposed rehabilitation or improvements to be made to the structure must make the structure suitable for its intended use (e.g., residential housing, multi-family unit, commercial structure, etc.).

With all vacant buildings, when submitting your "Statement of Plan", please describe what steps you will take to secure the building to ensure the structure will stay secure and not become open to the general public in accordance with Schenectady City Code Section 167-51.1.

**The "Statement of Plan" must be approved by The City of Schenectady
Bureau of Code Enforcement**

ALL REQUIRED PERMITS MUST BE OBTAINED BEFORE ANY WORK MAY BE STARTED



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PLEASE ACCEPT THIS APPLICATION ALSO AS MY WRITTEN PERMISSION FOR REPRESENTATIVES OF THE CITY OF SCHENECTADY CODE ENFORCEMENT TO ENTER AND INSPECT THE ABOVE REAL PROPERTY AS THE CITY OF SCHENECTADY MAY DEEM NECESSARY. I UNDERSTAND AND AGREE TO COMPLY WITH THE REQUIREMENTS OF SECTION 167-56 OF THE CITY OF SCHENECTADY CODE.

Owner Signature: _____

Date: _____

REGISTRATION FEE: (Please make checks payable to City of Schenectady.)

The first year annual fee shall be \$1,000.00, to be paid in full no later than 30 days after the date of this notice. If the fee and registration are not received within thirty (30) days of the date of this notice, the owner shall be subject to prosecution as prescribed in Sections 167-56 (V) and 167-15 of the City of Schenectady Code.

Please complete this registration form, sign and deliver or mail this form with payment to:

**Bureau of Code Enforcement
c/o Heidi Pashley
105 Jay St., City Hall, Room 17
Schenectady, NY 12305**

STATE OF NEW YORK)
) ss.:
COUNTY OF SCHENECTADY)

I, _____ being duly sworn, deposes and says, that he/she or they have read the foregoing registration form and knows the contents thereof; that the same is true to knowledge of the deponent except as to the matters therein stated to be alleged upon information and belief; and that as to those matters he/she or believe it to be true.

Signature: _____ Date: _____

Print: _____

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

Notary Public/Commissioner of Deeds