



Building Department
600 Main Street
Medina, NY 14103

PHONE 585-798-0770

FAX 585-798-5018

VACANT BUILDING REGISTRATION APPLICATION

Regarding Property located at : _____

Please fill out all applicable information and return to address listed above.

Owners name _____ Date: _____

Home Address: _____ Phone: _____

Cell Phone: _____ Email: _____

City, State & Zip: _____

Tax Parcel ID#: _____

§ 234-4. Vacant building registration.

A. The owner of a vacant building will register with the Code Enforcement Officer no later than 30 days after any building becomes a "vacant building," as defined above, or not later than 30 days after being notified by a Code Enforcement Officer of the requirement to register. A Code Enforcement Officer may identify vacant buildings through his/her routine inspection process as well as through notification by residents, neighborhood associations and other community groups that a building may be eligible for inclusion on the registry. Notice will be served upon, or sent by mail to, the owner, and any registered property manager, and to the property address. Notice will be deemed received by the owner, property manager, or an occupant, as the case may be, upon personal delivery or three days in Orleans County or five days for other locations after service by first-class mail. The Village may also post notices on the Village's website to provide additional notice to the public. However, the Village's failure to post such violations on the Village's website will not constitute a defense to any enforcement proceeding or collection of fines.

B. The registration will be submitted on forms provided by the Code Enforcement Officer and will include the following information:

- (1) A description of the premises, i.e., square footage, number of stories, age of the building, and most recent use of the building.
- (2) The names, addresses, and telephone numbers of the owner or owners; if the owner is a corporation, limited-liability company or partnership, the address for each director, manager, or partner, as the case may be. The address must include a street address; a post office box is not acceptable.
- (3) If the owner does not reside in Orleans County or any adjoining New York county, the name and address of a property manager who does reside in Orleans County or any adjoining county. The address must include a street address; a post office box is not acceptable.
- (4) The names and addresses of all known lienholders and all other parties with an ownership interest in the building. Each address must include a street address; a post office box is not acceptable.
- (5) 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.
- (6) A vacant building plan as described in Subsection C below.

C. The owner will submit a vacant building plan which must meet the approval of the Code Enforcement Officer. The plan, at a minimum, must contain information from one of the following three proposals for the property:

- (1) If the building is to be demolished, a demolition plan indicating the proposed time frame for demolition;
- (2) If the building is to remain vacant, a plan for the securing of the building in accordance with standards provided below, along with the procedure that will be used to maintain the property, and a statement of the reason(s) why the building will be left vacant; or

(3) If the building is to be returned to appropriate occupancy or use, rehabilitation plans for the building must be submitted to the Code Enforcement Officer. The rehabilitation plans will not exceed 365 days from the date of submission and will include progress benchmarks at least every four months, unless the 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 any applicable zoning, housing, historic preservation or building codes. The building must be secured in accordance with this chapter.

D. The owner will comply with all applicable laws and codes. The owner will notify the Code Enforcement Officer of any changes in information supplied as part of the vacant building registration within 30 days of the change. If the plan or timetable for the vacant building is revised in any way, the revisions must be in writing and must meet the approval of the Code Enforcement Officer.

E. The owner and any subsequent owner will keep the building secured and safe and the building and grounds properly maintained as provided in the NYS Property Maintenance Code and this chapter.

F. Failure of the owner or any subsequent owner to maintain the building and premises as required herein will be grounds for the Village:

- (1) To remediate the building and bill the costs of same to the owner;
- (2) To revoke the rehabilitation plans; and
- (3) The owner will be subject to fees and penalties as provided herein.

G. The owner will notify the Code Enforcement Officer of any transfer of ownership within 15 days of 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 Code Enforcement Officer.

Go to : <http://ecode360.com/30392455>

To see the remainder of the code. The current fee is attached to the code.

The Vacant Building Registration program is the Village's primary tool for tracking, monitoring, and managing nuisance vacant properties in the Village. The program is governed by Chapter 234 of the Village of Medina General Code..

The Vacant Building Registration Program was created to ensure that vacant property remains secure and is properly maintained. The Program was also established to help recapture some of the Village's costs related to properties that are not being maintained or that have a history of improper maintenance. Owners of vacant properties must register and pay an annual fee.

The VBR fee is due at the time of registration and each year on the anniversary date of being found vacant. This fee is set by the village board and may be adjusted in the future.

All buildings (including commercial properties) may qualify for the Vacant Building Registration Program. Residential or commercial properties that have one or more of the following conditions may be required to register as vacant:

A building, a portion of a building, or a structure which is any one or more of the below:

1. Unoccupied and unsecured;
2. Unoccupied and secured by other than normal means;
3. Unoccupied and an unsafe building as determined by a Code Enforcement Officer;
4. Unoccupied and a Code Enforcement Officer has issued an order to correct code violations;
5. Illegally occupied; or
6. Unoccupied for a period of time over 30 days.

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: _____

Seller's Agent/Company: _____

Agent's Phone #: _____

New Buyer/Responsible Party: _____

Buyer's Address: _____
Street City State Zip Code

Buyer's Phone #: _____

Other Interested Party: _____

Address: _____
Street City State Zip Code

Buyer's 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.

Signature of Owner

Date

Address of Owner: _____
Street City State Zip Code

Section 243-4(G) states: "The owner will notify the Code Enforcement Officer of any transfer of ownership within 15 days of 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 Code Enforcement Officer."