



## **Department of Community Development**

1280 Titus Avenue  
Rochester, NY 14617  
(585) 339-3050

# **APPLICATION TO REGISTER VACANT PROPERTY**

## **Registration Required**

Any residential property that is classified as vacant, as defined in Irondequoit Town Code, Chapter 104 Vacant and Unsafe Properties, (revised May 21, 2015), must be registered with the Town in accordance with the town's regulations, utilizing the form(s) provided by the Department of Community Development.

The Vacant Property registration form must be filled out completely and legibly. All information should be typed or neatly printed. Incomplete applications will not be accepted. Registration forms must be returned to the Department of Community Development at the address provided above, within 10 days of notice/vacancy. The required fee must accompany the form in order for it to be considered complete. Checks should be made payable to Town of Irondequoit.

All forms must be signed by the owner(s) of the property or mortgagee and notarized prior to submission. Notary service is available at Irondequoit Town Hall free of charge.

## **Fees**

Per Town Board Resolution No. 2015-5A2015-25, dated May 21, 2015, Vacant Property Registration fee is as follows. (All required application fees are nonrefundable.)

- Fee for application to register one vacant property: \$100.00

## **Review and Approval**

All applications will be reviewed for completeness and accuracy before being processed. Notice to the owner of acceptance or rejection of the application shall be made in writing. Applications rejected due to incomplete or inaccurate information shall be deemed non-compliant with the requirements of Chapter 104, Vacant and Unsafe Building, of the Code of the Town of Irondequoit.

Please be advised that if a vacant property is known to be in violation of the Code of the Town of Irondequoit or the New York State Uniform Fire Prevention and Building Code, further action may be taken by the Town pursuant to Chapter 104, Article III.

If you have any questions regarding the vacant registry application, please contact the Department of Community Development at 585-339-3050.

## **Penalties for Offenses**

PER §104-7, the following penalties are outlined: "Failure to register. Failure to register pursuant to this Article shall be considered a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500, imprisonment not to exceed 15 days, or both. Each week, such violation shall constitute a separate and distinct offense. Failure to maintain the property. Failure to maintain vacant property in accordance with § 104-5 will result in Town initiated repair and maintenance in accordance with Article III of this chapter, with associated fines and costs handled pursuant to § 104-14."

**VACANT PROPERTY INFORMATION:** *(Please complete a separate form for each property you own.)*

Date: \_\_\_\_\_

**Property Address:** \_\_\_\_\_Dwelling Type: ☐ Single Family ☐ 2-Family ☐ 3-Family ☐ Combo—stores/offices/apartments**OWNERSHIP INFORMATION:** *(For additional Owners, complete separate application form(s) for each property.)***Legal Owner #1:** (No PO Box Numbers)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Residence Address (if different): \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_

Evening Phone: (\_\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_

Other: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
*(if Owner is not an individual)***Legal Owner #2:** (No PO Box Numbers)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Residence Address (if different): \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_

Evening Phone: (\_\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_

Other: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
*(if Owner is not an individual)***PROPERTY MANAGER / AGENT INFORMATION: (No PO Box Numbers)\***

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_ C/S/Z: \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ Other: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

*\*Must be available 24 hours daily to respond, and be present on premises if necessary, in case of emergency.*



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

- Return this completed, notarized form **within 30 days of vacancy** to: Building Department / Town of Irondequoit/ 1280 Titus Ave /Rochester, NY 14617. Notary service is available in the Town’s Building Department. Call (585) 339-3050 if you have any questions.
- Vacant Property Registration fee is \$100, made payable to the Town of Irondequoit in cash or by check. All application fees are nonrefundable.
- Property owners are responsible for the timely submission of the registration form. Registrations are not transferable. If information provided on the current form changes, an updated registration form must be provided within 30 days of those changes.
- Property Manager/Agent information is required if owner resides outside the Town of Irondequoit.

**Vacant Property Registry Affidavit of Compliance**

\_\_\_\_ I hereby certify the vacant property complies with the regulations contained in the Irondequoit's Town Code Chapter 104, Vacant and Unsafe Properties (available on our website or at Town Hall). To indicate compliance, place a check mark next each item listed below.

- ☐ Exterior walls, including foundations, shall be maintained so that water does not penetrate into basements, cellars, or other interior areas. All exterior walls and foundations must be free of holes and crevices.
- ☐ Exterior doors, windows, skylights and similar opening shall be maintained secured and weather tight.
- ☐ Exterior stairs, porches, entrance platforms, fire escapes and the railings thereon shall be maintained in a safe and sound condition.
- ☐ Roofs shall be maintained in a weather tight condition, secured by Normal Means or with other materials that are visually compatible with the existing roofing material and not unsightly. Tarps are not considered Normal Means or visually compatible.
- ☐ Roof drains, gutters and down spouts shall be maintained in good repair and free from obstructions. Exterior surfaces shall be maintained in good condition. Surfaces not inherently resistant to deterioration shall be treated with a protective coating of paint or other suitable preservative. There shall not be excessive flaking, peeling or chipping of any protective coating.
- ☐ The coverings for windows and doors with glass may not consist of any substance sprayed onto the glass doors or windows. All enclosures shall be properly fitted and be of such material and surface that they are neither unsightly nor will materially detract from the general appearance of the building or the neighborhood and secured by Normal Means.
- ☐ The covering for broken doors and cracked or broken windows may consist of replacement glass, plexiglas, boards, plywood or similar materials finished and maintained in a manner recommended and approved by the Code Enforcement Official. The materials will be designed and of such color to blend in with the finish of the building. Windows that are not cracked or broken may be covered with interior blinds, curtains, shades, or decorative paper.
- ☐ If a building is vacant for more than 30 days, all fuel gas, water, and utilities shall be disconnected at the mains and water pipes drained and winterized. Prior to such disconnections, the vacant building shall be heated to avoid freezing pipes; fuel gas pipe systems shall be maintained gastight, safe and operative condition; and water pipes shall be maintained to avoid leaks or breakage.
- ☐ Fuel tanks shall be maintained so as not to be a hazard or be discontinued in a manner consistent with the Uniform Code.
- ☐ Swimming pools shall be maintained in a clean and sanitary condition, in good repair and properly secured.
- ☐ The Owner(s) should be aware of and comply with the town codes related to yard maintenance, garbage disposal and off-street parking. These regulations can be found in the following town code sections (available on our website or at Town Hall):
  - ☐ Town Code, Chapter 94, Brush, Grass and Weeds.
  - ☐ Town Code, Chapter 192, Solid Waste, Article II, Collection and Disposal.
  - ☐ Town Code, Chapter 235, Zoning, Article XIV, Off-Street Parking and Loading, § 235-77A.

\_\_\_\_\_  
Signature of Property Owner / Date

\_\_\_\_\_  
Signature Property Owner / Date

\_\_\_\_\_  
Signature of Property Manager/Agent/ Date

\_\_\_\_\_  
Signature of Property Manager/Agent/ Date

STATE OF NEW YORK )  
COUNTY OF MONROE ) SS:

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, personally appeared \_\_\_\_\_ personally known to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that (s)he executed the same in his/her capacity and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public \_\_\_\_\_

STATE OF NEW YORK )  
COUNTY OF MONROE ) SS:

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, personally appeared \_\_\_\_\_ personally known to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that (s)he executed the same in his/her capacity and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

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