



CITY OF WATERTOWN NY LAW 290-3. VACANT BUILDING REGISTRATION

What if my property becomes vacant?

The new law, in effect December 1, 2019, requires you to register your vacant property within 30 days

Who registers the vacant property if it went into foreclosure?

If your property is in foreclosure and you are vacating it, provide the bank information to our office

How and where do I register?

Complete the registration form on the back and mail it or bring it to City Hall, Code Enforcement office

What if I want to fix it up?

If you plan to rehabilitate the building & obtain a permit from the Code Enforcement office when the building becomes vacant; listing a FINISH DATE that is within 90 days; schedule inspections at 30 & 60 days (or more) showing progress & a final inspection at or before the 90 days deadline, **then no registration is required**

What if I want to wait to make a decision; maybe I want to sell it or rent it?

As long as your vacant property is properly maintained at all times & in compliance with the State Property Maintenance Code, it is exempt from registration: **Keep it secured!** (inaccessible to vermin, vagrants & weather; it must be locked by "normal" means, such as a door or window lock; NOT boarded up, which would adversely affect the neighborhood!) You must keep the **lawns & margin mowed; sidewalks cleared of snow & ice** AND **No accumulation of garbage or rubbish** is allowed. **FAILING TO maintain your property** (if it falls into disrepair) will require you to come into compliance with the **Vacant Building Registration**

Are there fees involved?

Yes, registration must be within 30 days indicating that the building will be reoccupied within 1-90 days, the fee is **\$50.00**; to register for 90 to 365 days an ANNUAL INSPECTION FEE of **\$750.00**; Checks are made payable to the **City of Watertown**

Are there additional fees involved?

Yes, *there can be*. Failure to register within 30 days of vacancy or within 30 days of being notified by a Code Enforcement Officer will result in owing the registration fee as well as the annual inspection fee. Failure to pay the fees charged will result in a lien upon the property and the charges will be added to the taxes of the property.

What if I don't live nearby?

If you are an absentee owner, you must designate someone to be responsible for your property, perhaps a relative or a local agent or property manager who can be contacted by our office in the case of an emergency

If you have more questions

Contact the City of Watertown Bureau of Code Enforcement, 245 Washington Street Watertown, NY 13601 call: (315) 785-7735 or fax: (315) 785-7854 **OR** to read the entire code **Visit our website: www.watertown-ny.gov** Choose "Codes Online" and enter section 290-3

Our goal is to preserve our beautiful city, reduce blight and crime with the help of neighbors and community groups



CITY OF WATERTOWN – VACANT PROPERTY REGISTRY FORM

Please return this form to the Bureau of Code Enforcement;
245 Washington Street, City Hall, Suite 105, Watertown, NY 13601

PROPERTY INFORMATION:

Property Address: _____

Date First Vacant: _____ Registered by: Owner Violation Facilities: Electric -Shut Winterized
Water -Meter Pulled Shut @Curb Heat Maintained Gas Off Locked Windows Doors

Property Type: 1-2 Unit Multi-Family # of Units _____ Commercial - Use _____
Industrial Sq Ft _____ Other: _____

OWNER INFORMATION: COPY OF GOVERNMENT ISSUED ID ATTACHED:

Owner(s) Name(s): _____

MAIN CONTACT

SECONDARY CONTACT

ADDITIONAL CONTACT

Physical Address (es): _____

(No P.O. Boxes)

City, State, Zip: _____

Phone: _____

Alternate Phone: _____

Email: _____

PROPERTY MANAGER/EMERGENCY CONTACT: ABSENTEE OWNERS MUST HAVE LOCAL REPRESENTATION

Name: _____ Physical Address: _____

Phone(s): _____ City, State, Zip: _____

VACANT BUILDING PLAN: I HAVE LIEN HOLDERS I HAVE INSURANCE ON THIS PROPERTY

As the Owner of Record, I plan to **REHABILITATE & REOCCUPY** If you choose this option, you must maintain your property as per the NY State Property Maintenance Code (as described on other side). Get a PERMIT from the Code Enforcement office with a scope of work & a timeline for 30 & 60 day progress inspections with a 90 day completion

As the Owner of Record, I plan to **STABILIZE & MAINTAIN** Choosing this option, your property may remain vacant longer than 90 days, however, your property **MUST BE MAINTAINED** according to the NY State Property Maintenance Code (as described on other side). Failure to do so will result in registration and annual charges

As the Owner of Record, I plan to **DEMOLISH THE STRUCTURE** As with the first option, you must maintain your property as per the NY State Property Maintenance Code (as described on other side) during & after the work is completed. To demolish, you must get a PERMIT from the Code Enforcement office with an ASBESTOS SURVEY

I, _____, as the property owner, certify that the information provided herein is accurate and complete; by signing this form in front of a Notary, I am attesting that all the aforementioned statements in this Application are true; I state under oath that by signing below, I understand that according to New York State Law, it is perjury to make false statements to a municipality.

PLEASE NOTE – NEW YORK STATE PENAL LAW §210.45: It is a Class A Misdemeanor for a person to knowingly offer a false instrument for filing, knowing that a written instrument contains a false statement or false information, and representing said instrument to a public office or public servant with the knowledge or belief that it will be filed with, registered or recorded in or otherwise become a part of the records of such public office or public servant.

Print Name: _____ Signature: _____

Owner: Owner's Representative: Relationship: _____

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public Signature

FEE: REGISTRATION \$50.00 ANNUAL INSPECTION \$750.00 BOTH \$800.00 RECEIPT # _____