



Thomas Groff
Fire Chief

Groversville Fire Department

Division of Buildings

5 Frontage Rd.
Groversville, NY 12078
Phone: (518) 725-3124
Fax: (518) 725-3732



Brandon Myers
Building Inspector

VACANT BUILDING REGISTRATION FORM

(Please complete and return one form PER PROPERTY)

TYPE OF APPLICATION

Original Registration Date: ____ / ____ / ____

Update of Application Previously Submitted (must be within 30 days of change)

Date of Application Change: ____ / ____ / ____

Renewal Registration

Date of Original Registration: ____ / ____ / ____

Office Use Only

Date Rec'd: _____

Rec'd By: _____

Fee: _____

Reg. Exp: _____

PROPERTY INFORMATION

Property Address: _____

Tax Identification Number / S.B.L. ____ / ____ / ____

Most Recent Use: Residential Mixed (Commercial/Residential) No. of Dwelling/Office Units: _____

Property Status: Vacant – Date of Vacancy _____ For Sale Storage

Estimated length of time building will be vacant: _____ (months/years)

Utilities: Electricity: On Off Water: On Off Gas: On Off

OWNER INFORMATION

Name of Owner(s): _____ Date of Birth: ____ / ____ / ____

Physical Address: _____

(PO Boxes are NOT acceptable)

Mailing Address: _____

Phone Number: (Home) _____ (Cell) _____ (Fax) _____

E-mail Address: _____

Photo ID: Driver's License: Other: _____ Photo Copied:

AGENT INFORMATION

If you do not occupy the registered property and reside outside of Fulton County, you must designate a managing agent who resides in Fulton County, to accept service of notices and legal process.

Owner is local and is the acting agent (if yes, proceed to page 3)

Name of Agent: _____

Contact Name: _____ Date of Birth: ____/____/____

Physical Address: _____
(PO Boxes are NOT acceptable)

Mailing Address: _____

Phone Number: (Home) _____ (Cell) _____ (Fax) _____

E-mail Address: _____

Photo ID: Driver's License: Other: _____ Photo Copied:

Agent Verification

Initial

Acknowledges position as property agent for property located at _____

Acknowledges required response within 24 hours of notification from city officials.

Failure to respond may result in removal from the agent list and any rentals in violation.

Preferred method of contact: Phone E-mail Other _____

Non-County Resident Owners

I certify and agree that I am a non-resident property owner in the city of Gloversville and designate the agent herein named to serve as the agent of record, for the purpose of managing the property identified herein. I authorize and consent to service of all notices, warnings, communications and legal processes upon the designated agent. The undersigned agent accepts this designation and agrees to serve as the owner's agent for all purposes required by the Code of the City of Gloversville and the State of New York.

Owner: _____
(Signature)

Agent: _____
(Signature)

INSURANCE INFORMATION

Is property insured for property damage and fire loss? Yes No

Name of Insurance Company: _____

Name of Insurance Agent: _____ Phone Number: _____

Insurance Agent Address: _____ City _____ State _____ Zip _____

Please provide a copy of your current year insurance declarations / cover page. Attached

VACANT BUILDING PLAN

Demolition

Continued Vacancy

Rehabilitation

Plan details:

SIGNATURES

The undersigned owner(s) certifies, under penalty of perjury, that foregoing information is true and correct. Any falsification may result in the denial or revocation of the certificate of registration for a vacant building.

The undersigned also agrees to grant access and consent to inspections of the property by the Gloversville Fire Department in order to verify conditions of the premises, verify benchmarks established by the plan submitted, and verify vacancy or non-vacancy.

Owner 1 Signature: _____ Date: ____ / ____ / ____

Owner 2 Signature: _____ Date: ____ / ____ / ____

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

NOTARY PUBLIC / COMMISSIONER OF DEEDS

Commission Expiration Date: _____

DEFINITIONS AND DIRECTIONS FOR COMPLETION OF VACANT BUILDING REGISTRATION FORM

Definitions:

1. EMERGENCY SITUATION – A condition in which the building, structure, or any part thereof is an imminent danger to the health or safety of first responders, the general public or occupants thereof, legal or illegal. Determining factors include but are not limited to the following: fire hazards, falling or dilapidated structures or parts thereof, loss of water, heat, ventilation, unsanitary conditions, chemical contamination or biological hazard.
2. OWNER – Such person, persons or entity holding title according to the records of the Clerk of the County of Fulton or the Assessor of the City of Gloversville, a mortgagee in possession, a mortgagor in possession, an assignee of rents, a receiver, executor, administrator, trustee, lessee, or any other person or entity in control of or responsible for the maintenance and upkeep of the premises either by title or by contract.
3. SECURED BY OTHER THAN NORMAL MEANS – Secured by any means other than those indicated in the design and approved plans for the structure.
4. UNOCCUPIED – A building shall be deemed unoccupied when it, or any portion thereof, lacks, for any reason, the habitual presence of human beings who have a legal right to be on the premises; this shall include any building or structure ordered vacated by an enforcement officer. For purposes of this definition, an outbuilding or ancillary structure such as a garage or shed which is clearly associated with the principal structure of the premises shall be deemed a portion of the principal structure. In determining whether a building is unoccupied, an enforcement officer may consider the following factors:
 - a. Whether lawful residential or business activity has ceased
 - b. The percentage of interior space of the building which is occupied in comparison to unoccupied
 - c. The presence or absence of fixtures, accessories or personal property
 - d. The presence or lack of utility services
 - e. The legal status of the premises in terms of either tax or mortgage foreclosure
 - f. The existence, magnitude and/or duration of code violations.
 - g. The character and use of that portion of the space which is occupied
 - h. Any other factor relevant to general habitability of the premises
5. UNSECURED – A building is unsecured when any portion of it is open to entry by non-domesticated animals or by unauthorized persons without the use of tools or ladders
6. VACANT BUILDING – Any building, a portion of a building or a structure which is any one or more of the following:
 - a. Unoccupied and unsecured
 - b. Unoccupied and secured by other than normal means
 - c. Unoccupied and unsafe as determined by an enforcement officer
 - d. Unoccupied and an enforcement officer has determined it is in violation of code
 - e. Occupied by persons with no legal authority to occupy
 - f. Unoccupied for a period of more than 30 days.

Vacant Building Registration

1. REGISTRATION AND NOTICE – The owner of a vacant building will register with the city Fire Chief or Building Inspector no later than 30 days after such building becomes a “vacant building” as defined above.
2. AGENT – If the owner does not reside in Fulton County, the name and address of any third party (living within Fulton County) with whom the owner has entered into a contract or agreement for property management.
3. PROPERTY INFORMATION – Description of the property, including number of units; type of structure.
4. VACANT BUILDING PLAN – The owner shall submit a vacant building plan which must meet the approval of the Enforcement Officer. The plan, at a minimum, must contain information from one of the following three choices for the property:
 - a. **Demolition** – in which case a demolition plan must be included setting forth the manner of demolition and the proposed time frame for completion.
 - b. **Continued Vacancy** – in which case a plan for securing the building in accordance with the requirements described herein and for maintaining the building and grounds in accordance with all maintenance standards required by the Gloversville City Code and the New York State Building Code shall be included. Also included must be a statement as to the reasons for leaving the building vacant.
 - c. **Rehabilitation** and return to appropriate use – in which case a rehabilitation plan must be included setting forth the manner and time frame for completion. Such plan must be in sufficient detail as required by the city Building Inspector for issuance of a building permit. The plan must therefore comply with all applicable zoning, housing, historic preservation and building codes of both the city of Gloversville and the State of New York.
5. CHANGE IN PLANS OR CIRCUMSTANCES – The owner will notify the city Fire Chief or Building Inspector in writing of any changes in information originally supplied in the registration form, including any change in ownership, agency or responsible party, within 15 days of the change. If the plan or timetable for the vacant building changes in any way, the changes must also be reported in writing and be approved by the Fire Chief or Building Inspector.
6. MAINTENANCE REQUIREMENT – The owner and any subsequent owner will keep the building secured and safe, and will keep both the building and grounds properly maintained in accordance with the requirements of Chapter 212 of the Gloversville City Code as well as the New York State Building Code. Additionally, the owner will take such further steps and perform such acts as may be required by the Building Inspector or other Enforcement Officer to ensure that the building and grounds remain safe and not a hazard to owners or occupants of adjoining properties or the general public. In the event of failure of the owner or any subsequent owner to fully comply with the within maintenance requirements, the city shall have authority to:
 - a. Remediate the deficiency and bill the cost of remediation to the owner
 - b. Revoke the registered plan submitted by the owner, and
 - c. Impose additional fees and/or penalties as herein provided.

7. **FAILURE TO MEET GOALS OF REHABILITATION PLAN** – A registered rehabilitation plan will not exceed 365 days and will include progress benchmarks will require payment of additional penalties which shall be set forth in the duly adopted Fee Schedule unless an extension is granted by the city Building Inspector for good cause shown after submission of a written application by the owner. In the event that the rehabilitation plan is not completed and the building is not restored to appropriate use within a period of 365 days from the date of initial registration, the annual vacant building fee will be imposed in accordance with the duly adopted Fee Schedule.
8. **EXEMPTIONS:**
- a. **EXTREME DAMAGE DUE TO FIRE OR OTHER CASUALTY:**
A building which has suffered fire damage or damage caused by extreme weather conditions will be exempt from the registration requirements for a period of 90 days after the date of the said fire or casualty. However, to obtain such exempt status, the property owner must submit a request for exemption in writing to the Fire Chief or Building Inspector. Such request must include the following information:
- Description of the property
 - Reason for the exemption
 - Names, addresses and phone numbers of all owners
 - A statement of intent to repair and re-occupy within a reasonable time or, in the alternative, to demolish within a reasonable time
- b. **ACTIVE MARKETING IN GOOD FAITH:**
In the event that a building is vacant within the meaning of this chapter but is being marketed for sale to the general public in good faith, either by the owner or through a realtor, the owner thereof may apply for an exemption from all fees. The application shall be submitted to the Fire Chief or Building Inspector with the Registration Form above described. Requirement for eligibility are as follows:
- The building and premises surrounding must be cared for in a sage and slightly manner and be in compliance with all maintenance and fire safety codes, both state and municipal.
 - The property must be actively marketed to the general public
 - The owner must be in good faith, and be both willing and able to convey the property to a qualified purchases for a price not unreasonable in relation to its fair market value.