



# TOWN OF PITTSFORD

## GUIDELINES & APPLICATION

### VACANT BUILDING REGISTRATION

Code Enforcement Office - 11 S. Main Street – Pittsford, 14534 – 248-6250

The Town of Pittsford has established by Local Law a program to identify and register vacant buildings located within the Town. Each “Owner” of a Vacant Building is required to register with the Code Enforcement Office no later than 30 days after the building becomes a Vacant Building or not later than 30 days after being notified by a Code Enforcement Officer of the requirement to register. For the purposes of these requirements, an “Owner” includes any person or entity that has legal title to the property, as well as any person or entity that is in actual control of the property.

The requirements set out in this packet for the registration with the Code Enforcement Office are not to be considered all-inclusive. Depending on the nature and condition of a particular property, it is the prerogative of the Code Enforcement Office to request more information.

A Vacant Building which has suffered fire damage or damage caused by extreme weather conditions will be exempt from the registration requirement for a period of 90 days after the date of the fire or extreme weather event, provided the Owner submits a request for exemption in writing to the Code Enforcement Office.

A complete package of registration materials shall be filed with the Code Enforcement Office of the Town of Pittsford. A registration packet will not be accepted until all required materials have been deemed to be complete and accurate.

The registration requirements for Vacant Buildings, as well as the Town’s building and property maintenance requirements, are fully set forth in “Chapter 66 – Buildings and Property Maintenance” of the Pittsford Town Code. The provisions of Chapter 66 are available through the Code Enforcement Office and on the Town’s website.

#### **REQUIREMENTS FOR ALL REGISTRATION**

A complete registration consists of the following forms and documentation:

1. The two page registration form filled out and accurately typed or printed.
2. A Vacant Building Plan – The Town Code Enforcement Officer must be provided a Vacant Building Plan. The Code Enforcement Office will review and make a determination as to if the plan is acceptable. The Plan, at a minimum, must contain information addressing the following:
  - A Plan for the securing of the Vacant Building and the premises, in accordance with the Vacant Buildings and Property Maintenance Standards provided in this packet, along with the procedure that will be used to maintain the Vacant Building and the property, and a statement of the reasons why the building will be left vacant.
  - If the Vacant Building is to be demolished, demolition plans indicating the proposed time frame for demolition.
  - If the Vacant Building will not be demolished and if the building and/or the property does not meet the Town’s defined maintenance standards, a rehabilitation plan for the Vacant Building and the property is to be submitted. The rehabilitation plan may not exceed 6 months from the date of submission and shall include progress benchmarks at least every 2 months. Any repairs, improvements or alterations to the Vacant Building must comply with any applicable zoning, historic preservation and/or building codes.
3. The registrant shall pay an initial registration fee of \$100. The registration fee is due and payable upon registration. If the building remains vacant for more than 1 year, a renewal registration of \$500 is due and payable. Failure to pay the initial registration fee or any renewal fee, within 30 days of its due date, will result in a penalty in the amount of \$200, for each instance.



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## VACANT BUILDING / PROPERTY REGISTRATION FORM

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PROPERTY ADDRESS: \_\_\_\_\_

### REGISTRANT INFORMATION:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

*The address must include a street address; a post office box is not acceptable.*

PHONE: \_\_\_\_\_

### RESPONSIBLE PARTY:

If a registrant is a corporation, Limited Liability Company or partnership, the address for a director, manager, or partner, as the case may be, shall be provided.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

*The address must include a street address; a post office box is not acceptable.*

PHONE: \_\_\_\_\_

### RESPONSIBLE PARTY:

A name, address, and telephone number of a responsible actual person who can be reached at all times during business and non-business hours.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

*The address must include a street address; a post office box is not acceptable.*

PHONE: \_\_\_\_\_

### PROPERTY MANAGER / PROPERTY MAINTENANCE COMPANY RESPONSIBLE FOR MAINTENANCE:

#### RESPONSIBLE PARTY:

A name, address, and telephone number of a responsible actual person with the property manager who can be reached at all times during business and non-business hours.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

*The address must include a street address; a post office box is not acceptable.*

PHONE: \_\_\_\_\_



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ALL KNOWN PARTIES WITH AN INTEREST IN THE PROPERTY:

RESPONSIBLE PARTY:

The names and addresses of all known parties with an ownership, control and/or lien interest in the Vacant Building. Each address must include a street address; a post office box is not acceptable.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
*The address must include a street address; a post office box is not acceptable.*

PHONE: \_\_\_\_\_

The registrant shall notify the Code Enforcement Office of any transfer of interest within 15 days of transfer. The transferee will continue to comply with the approved Vacant Building Plan and timetable submitted by the original registrant until any proposed changes are submitted and approved by the Code Enforcement Office.

### Office Use Only

Issue Date	Renewal Date	Fee Paid	Check Number



# TOWN OF PITTSFORD

## VACANT BUILDING / PROPERTY MAINTENANCE STANDARDS

Code Enforcement Office - 11 S. Main Street – Pittsford, 14534 – 248-6250

The provisions of Pittsford Town Code §66-8 require that Vacant Buildings and their surrounding property remain appropriately maintained so that they are safe and secure and do not present a hazard to adjoining properties or the public.

### **The exterior of a Vacant Building is to be maintained, as follows:**

1. 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.
2. Exterior doors, windows, skylights and similar openings shall be maintained secured and weather tight.
3. Exterior stairs, porches, entrance platforms, fire escapes and the railings thereon shall be maintained in a safe and sound condition.
4. Roofs shall be maintained in a weather tight condition, either with normal roofing material or other materials that are reasonably visually compatible with the existing roofing material and not unsightly.
5. Roof drains, gutters and down spouts shall be maintained in good repair and free from obstructions.
6. 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.
7. 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, when possible, secured by normal means.
8. 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 Enforcement Officer. The materials will be designed and of such color to blend in with the finish of the building.
9. Windows that are not cracked or broken may be covered with interior blinds, curtains, shades, or decorative paper.



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## VACANT BUILDING / PROPERTY MAINTENANCE STANDARDS

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**The property surrounding a Vacant Building is to be maintained as follows:**

1. There shall be no accumulation of garbage, refuse or debris.
2. The property shall be maintained free of insects, vermin and rodent harborage and infestation.
3. Junk vehicles, equipment, materials or personal property shall not be stored on the property.
4. If the Vacant Building is to remain 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 in gastight, safe and operative condition; and water pipes shall be maintained to avoid leaks and/or breakage.
5. Fuel tanks shall be maintained so as not to be a hazard or be discontinued in a manner consistent with the Uniform Code.
6. Swimming pools shall be maintained in a clean and sanitary condition, in good repair and properly fenced and secured.
7. Yards shall be trimmed and mowed, with the height of grass and weeds being no more than 6 inches, and with all dead, damaged or diseased trees or shrubs, or any portion thereof, removed or replaced.