



CITY OF NEWBURGH

Department of Code Compliance
123 Grand Street, Newburgh, New York 12550
Phone: (845) 569-7400 / Fax: (845) 569-0096

VACANT BUILDING REGISTRATION FORM

Date of Application: _____

Date of Initial Vacancy: _____

Expected Date of Occupancy: _____

PERMIT TYPE	
☐	New Vacant Building Registration
☐	Administrative Registration
☐	Annual Registration

OFFICIAL USE ONLY	
Received by	
Amount Paid	
Receipt No.	
Date Received	
Date Approved	

PROPERTY INFORMATION			
Property Address: _____			
City:	<i>Newburgh</i>	State:	<i>New York</i>
Zip:	<i>12550</i>		
Section:	Block:	Lot:	
<i>Tax Map Designation (SBL)</i>			
Property Type: ☐ Commercial ☐ Industrial ☐ Residential ☐ Mixed Use			

APPLICANT INFORMATION	
Applicant's Name: _____	
Applicant's Address: _____	
City:	State: Zip:
Applicant's Phone: _____ Applicant's E-mail: _____	
Applicant is: ☐ Owner ☐ Realtor ☐ Service Co. ☐ Mortgage Co.	
☐ Other (please specify): _____	

INCLUDE INFORMATION FOR PRINCIPAL OFFICERS AND EACH NATURAL PERSON WHO POSSESSES OWNERSHIP INTEREST IN RENTAL PROPERTY

IF MORE THAN ONE OWNER EXISTS, ATTACH ADDITIONAL REQUIRED INFORMATION TO APPLICATION

OWNER INFORMATION, PERSONAL
(complete if owner(s) is/are natural person(s))

Owner's Name: _____	Date of Birth: _____	
Owner's Physical Address: _____		
City: _____	State: _____	Zip: _____
Owner's Mailing Address: _____		
City: _____	State: _____	Zip: _____
Owner's Phone: _____	Owner's E-mail: _____	
Number of Natural Persons Who Own the Property: _____ <i>(if more than one, attach additional information for each additional owner.)</i>		

OWNER INFORMATION, BUSINESS
(complete if owner(s) is/are business entity(ies))

Business Name: _____		
Business Physical Address: _____		
City: _____	State: _____	Zip: _____
Business Mailing Address: _____		
City: _____	State: _____	Zip: _____
Business Phone: _____	Business E-mail: _____	
Tax ID# (EIN): _____		
Number of Principal Officer or Members of the Business: _____		
Principal Officer/Member		
Name: _____		Date of Birth: _____
Physical Address: _____		
City: _____	State: _____	Zip: _____
Mailing Address: _____		
City: _____	State: _____	Zip: _____
Phone Number: _____	E-mail Address: _____	

Authorized Agent 1*(Must be a natural person who is at least 21 years old and who maintains offices or resides in New York State)***Name:** _____ **Date of Birth:** _____**Physical Address:** _____**City:** _____ **State:** _____ **Zip:** _____**Mailing Address:** _____**City:** _____ **State:** _____ **Zip:** _____**Phone Number:** _____ **E-mail Address:** _____**Property Manager***(Must maintain offices within 45 miles of the City and must be available by phone or in person at all times)***Name:** _____ **Date of Birth:** _____**Physical Address:** _____**City:** _____ **State:** _____ **Zip:** _____**Mailing Address:** _____**City:** _____ **State:** _____ **Zip:** _____**Phone Number:** _____ **E-mail Address:** _____**Describe the building's current status – size, characteristics, condition, etc.****Describe how the structure will be secured so it won't become open to the general public**

PROPERTY PLAN (select all that apply)	
☐ For Sale	Listing Date: _____ Closing Date: _____
☐ Renovation	Start Date: _____
☐ Demolition	Removal Date: _____
☐ Convert to Rental Property	Start Date: _____ Rental License Application Date: _____
☐ Statement of restoration plans attached to this Vacant Building Form <i>You must submit a detailed statement of restoration plans if you intend to restore the property to productive use and occupancy within a year of registering the subject vacant building. The statement, at a minimum, must contain either a demolition plan indicating the proposed timeframe for demolition or a rehabilitation plan detailing how the building will be returned to occupancy or use. Implementation of the rehabilitation plan may not exceed 12 months. Any repairs, improvements, or alterations to the property must comply with any applicable zoning, housing, historic preservation, or building codes and must be secured during the rehabilitation. The Office of Code Compliance can provide you with a written referral to the Planning Department for information about available programs that may be useful in developing the rehabilitation plan</i>	

INSURANCE AND BOND REQUIRED
<i>Liability insurance acquired and maintained in an amount of not less than \$300,000 for one- and two-unit residential buildings and not less than \$1,000,000 for any other building. Insurance must cover any damage to any person or any property caused by any physical condition of or in the building. A copy of the insurance certificate must be attached to this Vacant Building Form AND An indemnity bond of no less than \$10,000 was provided to the Office of Code Compliance.</i>

PROVIDE DATE THAT UTILITY SERVICE WAS TERMINATED FOR THE FOLLOWING	
Water	Date: _____
Sewer	Date: _____
Natural Gas	Date: _____
Electricity	Date: _____

ANNUAL REGISTRATION FEE	
Initial Fee	\$250.00
First Renewal	\$500.00
Second Renewal	\$1,000.00
Third and Any Subsequent Renewal	\$2,000.00

ATTESTATION

The undersigned hereby submits a registration statement for the vacant property identified in this Vacant Building Form and acknowledges receipt of a copy of Newburgh City Code Chapter 121; acknowledges the provisions of this law have been reviewed; and attests the subject premises will be maintained according to the requirements contained therein, subject to applicable sanctions and penalties. The undersigned further certifies that all information in this application is complete and accurate and certifies that the subject premises conforms to the Code of Ordinances of Newburgh and the laws of the State of New York.

I _____ being first duly sworn, upon my oath depose and say that I am the person who has
 (Print name)
 executed the foregoing application and that the statements made herein are true to the best of my knowledge and belief.

Notarized Signature of Owner or Responsible Party: _____

Date: _____

Subscribed and sworn to before me on _____ 20 _____

 (Notary Public)

IMPORTANT NOTICE TO APPLICANT:

Vacant Building Registration Process: You must submit this Vacant Building Form and required fees and attachments to the Newburgh Office of Code Compliance within 30 days of assuming ownership of the vacant property, or within 10 days of receipt of notice from the municipality, whichever occurs first. You must individually register each vacant property with separate section, block, and lot number.

Annual Registration Renewal & Fee: Registration remains valid until December 31 of the calendar year in which you register. As long as the building remains vacant, you must renew registration annually and pay a registration or renewal fee in the amount prescribed in City Code Chapter 163. You must renew all registrations on or before January 1st of each year, with payment due within 30 days of renewal. The initial registration fee shall be prorated for Vacant Building Forms received less than 10 months prior to that date.

Changes in Information: Within 30 days of any change in registration information, the applicant must file an amended Vacant Building Form with the Office of Code Compliance.

Registration Fee Exemption for Rehabilitation Plans: As noted in the Vacant Building Form, you must submit a detailed statement of restoration plans if you intend to restore the property to productive use and occupancy within one year of registering the subject vacant building. Upon filing of restoration plans, you will be exempt from paying the registration fee but must comply with all other vacant building registry requirements. If the subject property is not restored to productive use and occupancy at the end of the one year period, you shall be liable for any fee waived. The Office of Code Compliance may extend the waiver of the registration fee for not more than one additional year in response to the property owner's *written request* if a municipal officer finds that compelling conditions outside the owner's control made it impossible for the owner to restore the property within the initial one year period. Where the owner is an entity experienced in rehabilitation or redevelopment of vacant properties, and where the property subject to this chapter is being held for a project of rehabilitation or redevelopment consistent with municipal plans and ordinances, and where, by virtue of financing, market, or other conditions, that project may require more than one year for realization, the Office of Code Compliance may extend the waiver of the registration fee on an annual basis without limitation upon *written request* by the owner, as long as a municipal officer finds that the owner is making reasonable progress toward completion of the project. The owner must provide the Office of Code Compliance with documentation of such progress, which may include plans, financing applications, applications for land use approval, or other evidence of progress.

Required Security Measures: Within 30 days of a building becoming vacant or the owner taking title to a vacant building, the owner or responsible party must:

1. Enclose and secure the structure as provided in the applicable codes of the City of Newburgh and the State of New York or as set forth in the City's rules and regulations.
2. Ensure that the grounds of the structure, including yards, fences, sidewalks, walks, and driveways, are well-maintained and kept free from trash or debris.
3. Post a sign affixed to the structure with the name, address, and telephone number of the owner and the owner's authorized agent for the purpose of service of process and the name, address, and telephone number of the property manager. If the structure is set back from the street, the sign may be posted on a well-secured post or stake in the front yard of the property. The sign must be at least 18 inches by 24 inches in dimension, must include the words "to report problems with this building, call," and must be placed in a location where it is clearly legible from the nearest public street or sidewalk, whichever is nearer.
4. Maintain the structure in a secure and closed condition, keep the grounds in a clean and well-maintained condition, and ensure that the sign is visible and intact until the building is again occupied or demolished or until repair or rehabilitation of the building is complete.

Changes in Liability Insurance: Registration requires the owner of vacant property to purchase a minimum amount of liability insurance or provide a bond (see form above). Any insurance policy acquired or renewed after the building has become vacant must provide written notice to the Office of Code Compliance within 30 days of any lapse, cancellation, or change in coverage, and the owner also must provide written notice of any lapse, cancellation or change in coverage to the Office of Code Compliance.