



City of Beacon New York

Vacant Building Registration Statement

Registration shall be renewed at the end of six (6) month period.

Please note upon registration the owner shall post a sign along the frontage of the property in a location clearly visible from the street containing the name and 24 hour contact information of the managing agent responsible for the maintenance of the property.

Date _____

Parcel Address _____

Tax ID Number _____

Property Owners Information

Name _____

Mailing Address _____

Physical Address _____

Business Phone # _____ Home Phone # _____

Cell Phone # _____ E-mail Address _____

Owner's intent of future use of property: _____

Signature of Owner

Sworn to before me this _____

Day of _____, 20_____

Notary Public

Please see reverse side

If the owner does not reside within a fifteen-mile radius of the City of Beacon the owner shall designate a managing agent who shall reside within a 15 mile radius. The managing agent shall be a natural person at least 18 years of age and who shall be responsible for and in control of the maintenance and operation of the property. The managing agent shall be designated as the person upon whom process may be served on behalf of the owner.

Managing Agent Information	
Name	_____
Mailing Address	_____
Business Phone #	_____ Home Phone # _____
Cell Phone #	_____ E-mail Address _____

FEES:

Residential:

One or Two Family	\$250.00	_____
Multifamily	\$500.00	_____

Non Residential & Mixed Use:

Up to 5,000 sq. ft.	\$500.00 per building	_____
5,000 – 25,000 sq. ft.	\$650.00 per building	_____
More than 25,000 sq. ft.	\$850.00 per building	_____

1 st Renewal	150% of initial registration
2 nd Renewal	200% of initial registration
3 rd Renewal and Subsequent	300% of initial registration

§ 92-8 Registration of vacant buildings required.

A. Registration.

The owner of a vacant building shall register the property with the Building Department of the City of Beacon within 90 days of the effective date of this chapter and thereafter immediately upon a building becoming vacant, on a form provided by the Building Department of the City of Beacon. The registration form shall be known as the "Vacant Building Registration Statement," which shall be signed by the owner under oath and shall be submitted with the requisite fee as set forth in the fee schedule of the City of Beacon and shall contain the following information:

- (1) A description of the premises by street number or block and lot number, including tax identification number;
- (2) The owner's name, mailing address, physical address, e-mail address, and telephone numbers including home, work and cellular, and if such owner is a corporation or other organization, the name, mailing address, physical address, e-mail address, and telephone numbers including home, work and cellular of the officer or agent of the corporation or organization; and
- (3) Statement of owner's intent of future use of property and efforts being made to have the property re-occupied.

B. Posting of Sign

Upon registration the owner shall post a sign along the frontage of the property in a location clearly visible from the street containing the name and 24-hour contact information of the managing agent responsible for the maintenance of the property. The contact information shall be clearly visible from the street. Multifamily dwellings that remain partially occupied shall not be required to post a sign as required by this section.

C. Fees; renewal; refunds.

- (1) The initial and renewal fees for submittal of the Vacant Building Registration Statement shall be established by the City Council of the City of Beacon and shall be set forth in the Schedule of Fees for the City of Beacon.
- (2) Registration shall be renewed at the end of each six (6) month period following the initial registration if the building remains vacant.
- (3) The initial registration and renewal fees may be reduced by 50% in the sole and reasonable discretion of the Building Inspector of the City of Beacon upon a finding that:
 - (a) The property is listed for sale or rent with a licensed real estate broker;
 - (b) The property is included on the Multiple Listing Service;
 - (c) The property is listed for sale or rent at fair market value. In determining fair market value, the Building Inspector shall consult with the City Assessor and shall take into account the property owner's purchase price and costs of improvement; and
 - (d) The property is posted with a standard sized real estate sign advertising the property for sale or rent which is readable from a public way.

(4) A vacant building shall be exempt from the payment of registration and renewal fees if, in the sole reasonable discretion of the Building Inspector, the property is the subject to any one or more of the following:

- (a) A valid open building permit being pursued with diligence;
- (b) A pending land use application including site plan, subdivision or special permit which application is being pursued with diligence;
- (c) A pending application to a governmental body being pursued with diligence for an approval pertaining to the physical improvement of the property; or

(d) Utilization of the building by the City of Beacon on a temporary basis not to exceed six (6) months for City purposes including, but not limited to, fire training.

(5) If the building is re-occupied within the six (6) month registration period the owner shall be entitled to a prorated refund on the fee paid for such period.

(6) In the event the owner of a building is required to submit registration as a rental property pursuant to Chapter 173 in addition to submitting registration as a vacant building pursuant to this chapter, the owner shall not be required to pay the fee established pursuant to Chapter 173.

D. Designation of managing agent.

(1) In the event an owner does not reside within a fifteen-mile radius of the City of Beacon, the owner shall designate a managing agent for the vacant building who shall reside within a fifteen-mile radius of the City of Beacon and who shall be a natural person at least 18 years of age and who shall be responsible for and in control of the maintenance and operation of such vacant building and who shall be designated as the person upon whom process may be served on behalf of the owner. The owner shall provide the Building Department of the City of Beacon with the name, mailing address, physical address, e-mail address, telephone numbers including home, work and cellular, and fax number of the designated managing agent of the vacant building.

(2) The owner shall keep the name, mailing address, physical address, e-mail address, telephone numbers, and fax number of the managing agent current and when there is a change in the managing agent or the contact information for the managing agent, the owner shall update such information by amending the Vacant Building Registration Statement within 15 days from the date of any such change.

E. Notification of Changes to Vacant Building Registration Statement.

(1) The owner of the vacant building shall notify the Building Department of the City of Beacon, in writing, whenever the information provided in the Vacant Building Registration Statement is no longer accurate or complete.

(2) If, after filing the Vacant Building Registration Statement pursuant to this chapter, the owner of such vacant building shall have transferred or granted to another his/her right, title or interest therein, such owner shall file with the Building Department of the City of Beacon, within 15 days after such grant or transfer, a written statement, under oath, which shall contain the name, mailing address, physical address, e-mail address, telephone number, and fax number of the grantee, transferee or other successor to the owner or, if such grantee, transferee or successor is a corporation or other organization, the owner shall also provide the name of the chief corporate officer. If the owner is unable to secure the foregoing information from the grantee, transferee or purchaser, then the owner shall immediately so notify the Building Department of the City of Beacon, in writing, of such inability.

F. Inspections; protecting building from illegal activities and unsafe conditions.

The Building Inspector of the City of Beacon shall conduct an exterior inspection of each registered vacant building at least once per month to monitor for illegal activities or unsafe conditions which may contribute to blight. The Building Inspector shall promptly notify the owner upon the finding of any illegal activities or unsafe conditions which may contribute to blight. The owner shall secure the building and remedy any unsafe condition within 10 days of notice thereof.