



VACANT BUILDING REGISTRY

FEE \$ _____

Vacant date _____

Property Address: _____

(1) A description of the premises: _____

(2) The names, mailing address, email address and telephone numbers of the owner or owners:

Name(s): _____

Mailing Address: _____

E-Mail Address: _____

Telephone Numbers: _____

(Attach additional sheets as needed)

(3) If the owner does not reside in Cortland County or in County contiguous with Cortland County provide information for a third party with whom the owner has entered into a contract within 25 miles of the City of Cortland:

Name(s): _____

Mailing Address: _____

E-Mail Address: _____

Telephone Numbers: _____

(Attach additional sheets as needed)

(4) Provide below all lien-holders and all other parties with an ownership interest in the building:

Name(s): _____

Mailing Address: _____

E-mail Address: _____

Telephone Numbers: _____

(Attach additional sheets as needed)

(5) A telephone number where a responsible party can be reached at all times during business and non-business hours: _____

(6) A statement whether the building is currently insured by a policy of fire insurance and, if so, the name, address and telephone number of the insurance company and the insurance agent and the amount of the coverage. If the building is not currently covered by fire insurance, the owner shall set forth the reason(s) why it is not so covered:

(7) Provide vacant building plan. The plan, at a minimum, must contain information from one of the following three choices for the property:

(1) If the building is to be demolished, a demolition plan indicating the proposed time frame for demolition.

(2) If the building is to remain vacant, a plan for the securing of the building, along with the procedure that will be used to maintain the property and a statement of the reasons why the building will be left vacant.

(3) If the building is to be returned to appropriate occupancy or use, a rehabilitation plan for the property. The rehabilitation plan shall not exceed 365 days.

It is suggested that the owner contact the Office of Community Development for information outlining programs available which may be useful in developing the owner's rehabilitation plan. 607-753-1433

APPLICATION IS HEREBY MADE to the City of Cortland Code Enforcement Office for registration under the Vacant Building Law and pursuant to the New York State Fire Prevention and Building Code for the construction of buildings, additions, or alterations or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations. The applicant further agrees that any certified building inspector, or any officer or employee of the City of Cortland Code Enforcement Department, shall be permitted to enter upon any building, structure or premises for which a vacant building registry application has been filed, or has been issued without interference, and upon reasonable notice and during reasonable working hours.

Signature: _____ date _____

(8) Provide a Site Diagram to Code Enforcement Office. The diagram at a minimum shall include the following:

Number of vacant buildings

- building height -total square footage
- openings secure -fire sprinkler system impaired
- combustibles removed

Code Office use only Received By: _____ Date: _____ Time _____

MTK 2/2/2011