



## City of Olean

Code Enforcement Office

Phone: (716) 376-5683

www.cityofolean.gov

101 E. State St.

Olean, NY 14760

codes@cityofolean.gov

# VACANT BUILDING REGISTRATION FORM

Pursuant to § 6-30(c) of the Code of Ordinances of the City of Olean, the owner of a building shall within thirty (30) day in which that building has been defined as a "vacant building" by § 6-30(b) of said Code of Ordinances, complete this form and register the said "vacant building" with the Code Enforcement Office for the City of Olean, New York.

Within sixty (60) days of a change in the information supplied regarding this vacant building registration, including the transfer of ownership, the owner shall notify the Code Enforcement Office for the City of Olean of the change. Post Office Boxes shall not be accepted as address(es). The "vacant building" intended to be registered shall not be utilized as the owner's or agent's addresses. Please be advised that the "vacant building", which is herein registered, shall be periodically inspected for the purpose of assuring compliance with the provisions of § 6-30.

The owner shall pay no registration fee if the building is registered within 30 days after the building becomes a "vacant building". If the owner fails to timely register the building, then the owner shall pay a registration fee of fifty dollars (\$50.00) for each building registered. In addition to any registration fee, if the building remains continuously vacant for one year or more from the date of registry, the owner shall pay an annual vacant building fee, on each annual anniversary date until the building is demolished or rehabilitated and returned to sue. The said annual fee for the first year shall be \$500.00 and for each year thereafter, the fee shall be the annual fee for the immediately preceding year plus \$100.00, but in no event shall the annual fee exceed one thousand dollars (\$1,000.00).

Please be advised that in addition to the penalties provided by § 1-8 of this Code of Ordinances, any person violating any provision of this § 6-30 or providing false information to the Codes Officer shall be subject to a fine \$1,000 or imprisonment not exceeding six months, or both such fine and imprisonment or shall be subject to a civil penalty of \$500.00 per day for each day the person is in violation of any provision of this section.

## **I. VACANT BUILDING INFORMATION**

Building Address: \_\_\_\_\_

Description of the Premises:

- 1) Age: \_\_\_\_\_
- 2) Square Footage: \_\_\_\_\_
- 3) Number of Stories: \_\_\_\_\_
- 4) Most Recent Use: \_\_\_\_\_

## **II. PROPERTY OWNER'S INFORMATION**

Property Owner's Name: \_\_\_\_\_

Property Owner's Residence: \_\_\_\_\_

Property Owner's Business Address: \_\_\_\_\_

Property Owner's Telephone #: \_\_\_\_\_ Property Owner's Email: \_\_\_\_\_

## **III. TYPE OF PROPERTY OWNER (Check all that apply)**

- Association\*     
  Corporation\*\*     
  Individual/Sole Proprietor     
  Joint Tenancy\*  
 Limited Liability Company\*\*     
  Limited Liability Partnership\*     
  Partnership\*  
 Tenancy in Common\*     
  Tenancy in Entirety\*     
  Other\* \_\_\_\_\_

*\* If you have checked that the Owner is an Association, Partnership, Limited Liability Partnership, Joint Tenancy, Tenancy in Common or Tenancy by Entirety or Other, please provide the additional information requested in Section IV.*

*\*\* If you have checked that the Owner is Corporation or a Limited Liability Company, please provide the additional information requested in Section V.*

**IV. OWNER IS AN ASSOCIATION, PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP, JOINT TENANCY, TENANCY IN COMMON OR TENANCY BY ENTIRETY OR OTHER**

Each Owner's, Partner's or General Partner's Name(s), and Address:

Name:            1) \_\_\_\_\_            2) \_\_\_\_\_            3) \_\_\_\_\_  
 Address:            \_\_\_\_\_            \_\_\_\_\_            \_\_\_\_\_  
                           \_\_\_\_\_            \_\_\_\_\_            \_\_\_\_\_

**V. OWNER IS A CORPORATION OR LIMITED LIABILITY COMPANY**

Principal Place of Business for the Corporation or Limited Liability Company: \_\_\_\_\_

The Name, Title and Residence Address of Each Officer, Director and Managing Agent of the said Corporation or Limited Liability Co.:

Name:            1) \_\_\_\_\_            2) \_\_\_\_\_            3) \_\_\_\_\_  
 Title:                \_\_\_\_\_                \_\_\_\_\_                \_\_\_\_\_  
 Address:            \_\_\_\_\_                \_\_\_\_\_                \_\_\_\_\_  
                           \_\_\_\_\_                \_\_\_\_\_                \_\_\_\_\_

**VI. LIEN HOLDERS**

Name:            1) \_\_\_\_\_            2) \_\_\_\_\_            3) \_\_\_\_\_  
 Address:            \_\_\_\_\_                \_\_\_\_\_                \_\_\_\_\_  
                           \_\_\_\_\_                \_\_\_\_\_                \_\_\_\_\_

**VII. OWNER'S AGENT:**

Please note that if the "vacant building" Owner's principal place of residence or principal place of business is not within 20 miles of the City of Olean, New York, the Owner must designate a natural person, 18 years or older, who resides within 20 miles of the City of Olean, New York as his/her/its Agent.

I, as the Owner of the aforesaid "vacant building", hereby appoint as my Agent:

Agent's Name: \_\_\_\_\_

Agent's Residence: \_\_\_\_\_

Agent's Business Address: \_\_\_\_\_

Agent's Telephone #: \_\_\_\_\_ Agent's Email: \_\_\_\_\_

*I hereby further authorize the aforesaid Agent to make decisions on the Owner's behalf and on issues regarding the Vacant Building. In addition, I further authorize and appoint the aforesaid Agent to accept service of legal process on behalf of said Owner. Moreover, all notices may also be served or delivered to the aforesaid Agent.*

**VIII. VACANT BUILDING PLAN (Demolition or Rehab/Return to Occupancy Plan and Securement Plan):**

Please note the time period to implement any rehabilitation plan shall not exceed 365 days from the date of this submission and the plan shall include a status review every four months. Any repairs, improvements or alterations to the above building/property shall comply with all laws and codes, including but not limited to zoning, historic preservation and building codes.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*By executing/signing the herein Vacant Building Registration Form, the Owner acknowledges, he/she/they has received the 3 page "Directions for Vacant Building Plan".*

**Plan Approved by Code Enforcement Department:** \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Property Owner

\_\_\_\_\_  
Print Name of the Property Owner