



City of Saratoga Springs  
Department of Public Safety  
Code Administration

474 Broadway  
Saratoga Springs, NY 12866  
(518) 587-3550 x 2632

## VACANT BUILDING REGISTRATION FORM

\*Please complete and return one (1) form per property with proper fee within thirty (30) days – Must be typed or legibly printed

### FEE SCHEDULE:

**Residential – 1<sup>st</sup> yr \$500, 2<sup>nd</sup> yr \$2000, 3<sup>rd</sup> yr \$3000, 4<sup>th</sup> yr \$4000, 5<sup>th</sup> yr & on \$5000**  
**Non Residential – 1<sup>st</sup> yr \$1000, 2<sup>nd</sup> yr \$3000, 3<sup>rd</sup> yr \$4000, 4<sup>th</sup> yr \$5000, 5<sup>th</sup> yr & on \$6000**

- \*\*Residential - \$300,000 minimum liability insurance**
- \*\*Non Residential - \$1,000,000 minimum liability insurance**
- \*\*A cash escrow of \$5,000**
- \*\*Insurance and escrow MUST accompany application**
- \*\*Incomplete form will NOT be accepted\*\***
- \*\*Fee & Escrow MUST be separate payments**

### TYPE OF APPLICATION

- ( ) Original Registration
- ( ) Update of Application Previously Submitted (must be within 30 days of change)  
Date of Application Change: \_\_\_\_/\_\_\_\_/\_\_\_\_
- ( ) Renewal Registration  
Date of Original Registration: \_\_\_\_/\_\_\_\_/\_\_\_\_

### PROPERTY DESCRIPTION

\_\_\_\_\_  
Building Address (Include Building Number)

\_\_\_\_\_  
Section, Block and Lot No.

\_\_\_\_\_  
Age of Building

\_\_\_\_\_  
Date of Vacancy

\_\_\_\_\_  
Estimated length of time building will be vacant (month/years)

Sq. Footage of Building \_\_\_\_\_ No. of Stories above ground level \_\_\_\_\_ Below \_\_\_\_\_

Is Property identified as a Historic Building or Located in the Historic District: ( ) Yes ( ) No

- If “yes” please make sure to attach a Vacant Structure Plan as outlined in application

**PROPERTY SYSTEMS**

Sprinkler System ( ) Yes ( ) No Operational ( ) Yes ( ) No Current Insp. ( ) Yes ( ) No  
Stand Pipe System ( ) Yes ( ) No Operational ( ) Yes ( ) No Current Insp. ( ) Yes ( ) No  
Fire Detection System ( ) Yes ( ) No Operational ( ) Yes ( ) No Current Insp. ( ) Yes ( ) No  
Elevator ( ) Yes ( ) No Operational ( ) Yes ( ) No Current Insp. ( ) Yes ( ) No  
Status: ( ) Abandoned ( ) Distressed ( ) Secure ( ) Open and Accessible  
Utilities: Electricity ( ) On ( ) Off Water ( ) On ( ) Off Gas ( ) On ( ) Off

**OWNERSHIP INFORMATION** (If more than one owner, attach additional sheets)

Owner Name \_\_\_\_\_

Is this Owner a ( ) Private  
( ) Corporation (include Certificate of Corporation)  
( ) Limited Partnership (include Certificate of Limited Partnership)  
( ) Limited Liability Company (includes Articles of Organization and list  
Names and Addresses of all members on a separate and attached sheet)  
( ) Trust EIN: \_\_\_\_\_  
( ) Estate EIN: \_\_\_\_\_

Owner Tax ID Number (if applicable) \_\_\_\_\_

\_\_\_\_\_ Mailing  
Address (Number, Street, City, State, Zip

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Telephone Number Alternate Telephone Number

\_\_\_\_\_ Email Address

**LIEN HOLDER INFORMATION** (If more than one lien holder, attach additional sheets)

\_\_\_\_\_ Name of Lien Holder

\_\_\_\_\_ ( ) \_\_\_\_\_  
Contact Name Phone Number

\_\_\_\_\_ Street Address City State Zip

Type: ( ) Lien Holder ( ) Other Financial Interest – Specify \_\_\_\_\_

**Property Manager\* / Emergency Contact\* – \*MUST BE AVAILABLE 24 HOURS A DAY**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

( ) \_\_\_\_\_  
Telephone

( ) \_\_\_\_\_  
Secondary Telephone / Fax

\_\_\_\_\_  
24 Hour Phone # (if different from above)

\_\_\_\_\_  
Email

**VACANT BUILDING PLAN** (Must be accompanied by color photographs of all four exterior walls, as well as a Site Diagram, to include at a minimum, the following: building height, total sq. footage, openings secure, fire sprinkler impaired, combustibles removed.)

**VACANT BUILDING PLAN FOR ALL VACANT BUILDINGS** – The owners shall submit a vacant building plan which must meet the approval of the Code Enforcement Officer. The plan at a minimum must contain from one of the following three choices for all vacant buildings:

- A. If the building is to be returned to appropriate occupancy or use, a rehabilitation plan must be submitted for the property. The execution of the rehabilitation plan shall not exceed 364 days unless the Code Administrator grants an extension upon receipt of a written request from the owner detailing the reasons for any such extension. Any repairs, improvements or alterations to the property must comply with applicable building, zoning and City Code requirements and must be secured in a manner approved by the Code Administrator.
- B. If the building is to remain vacant, a statement detailing the reasons why the building will be left vacant and for what time period the building will remain vacant, a plan for the securing of the building and the procedure that will be used to maintain the property in accordance with applicable City and State building, zoning and Code requirements including, but not limited to, Uniform Property Maintenance Code.
- C. If the building is to be demolished, a demolition plan indicating the proposed time frame for demolition.

Describe in detail on a separate sheet.

**VACANT BUILDINGS IDENTIFIED AS A HISTORIC BUILDING OR LOCATED IN AN HISTORIC DISTRICT**– The owners shall submit a vacant building plan which must meet the approval of the Code Enforcement Officer. The plan at a minimum must contain from one of the following three choices for all vacant buildings:

- A. If the building is to be returned to appropriate occupancy or use, a rehabilitation plan as required in C(1)(a) above with such plan to further detail and itemize all architectural and historical features, and all building materials including roof, façade, windows and exterior doors. Any rehabilitation plan which includes the installation, removal or change of materials or exterior building elements, which calls for the addition or removal of architectural features or which requires a building permit is subject to historic review by the Design Review Commission and must comply with Section 7.4.7 of the Saratoga Springs Zoning Ordinance, as applicable.
  
- B. If the building is to remain vacant, a statement detailing the reasons why the building will be left vacant and for what time period the building will remain vacant, a plan for the securing of the building and the procedure that will be used to maintain the property as required in C(1)(b) above with such plan and procedure to further detail how the securing and maintenance will preserve and protect the existing architectural and historic features. The installation, removal or change of materials or exterior building elements associated with the securing and/or maintenance of the building is subject to historic review by the Design Review Commission and must comply with Section 7.4.7 of the Saratoga Springs Zoning Ordinance, as applicable.
  
- C. If the building is to be demolished, a demolition plan as required in C(1)(c) above with such plan to further detail compliance with Section 7.4.11 of the Saratoga Springs Zoning Ordinance, and either written approval from the Design Review Commission or an Order or Judgment from a Court of competent jurisdiction requiring the demolition of the building.

**SIGNATURES**

*The undersigned attests to the above information as accurate. Any falsification may result in the denial or revocation of the certificate of registration for a vacant building.*

Owner # 1 Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner # 2 Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Officer of Corporation, Limited Partnership, Limited Liability Company or Limited Liability Partnership

Title and Company \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Agent Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Title and Company \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Insurance

- Residential:** The owner of every registered vacant building shall acquire or otherwise maintain liability insurance in an amount of not less than \$300,000 for buildings designated primarily for residential use, covering any damage to any person or any property caused by any physical condition of or in the building. Such insurance policy shall provide for written notice to Office of Code Administration, within 30 days, of any lapse, cancellation or change in coverage. Proof of the required insurance shall be submitted with the vacant building registration, annual renewals, and upon request by the Code Administrator.
  
- Commercial:** The owner of every registered vacant building that is not primarily for residential use shall acquire or otherwise maintain liability insurance in an amount of not less than \$1,000,000 for any other building including but not limited to, buildings designated for manufacturing, industrial storage or commercial uses, covering any damage to any person or any property caused by any physical condition of or in the building. Such insurance policy shall provide for written notice to Office of Code Administration, within 30 days, of any lapse, cancellation or change in coverage. Proof of the required insurance shall be submitted with the vacant building registration, annual renewals, and upon request by the Code Administrator.

## Escrow

- The owner of every registered vacant building shall provide a cash escrow in an amount of \$5,000. The escrow may be used to reimburse the City for expenses which may be incurred to secure and maintain the property upon the owner's failure to do so in accordance with the approved Vacant Building Plan.

CASH ESCROW ACCOUNT DECLARATION  
FOR VACANT STRUCTURES  
AS REQUIRED PURSUANT TO CHAPTER 222 OF CITY CODE

THIS DECLARATION, made on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (hereinafter "Property Owner"), for the benefit of the City of Saratoga Springs, New York, having an address for transaction of business at City Hall, 474 Broadway Saratoga Springs, New York 12866 (the "City").

WHEREAS, the Property Owner has submitted an application to register a building(s) as vacant, pursuant to § 222-3 of the City Code; and

WHEREAS, the Code Administrator has determined that a cash escrow is required for the subject property, pursuant to § 222-4 of the City Code in the amount of \$\_5,000\_\_\_\_; and

NOW, THEREFORE, the Property Owner hereby and herewith pledges to post the amount of \$\_\_\_\_\_ with the Commissioner of Finance of the City of Saratoga Springs as and for a cash escrow. All funds deposited hereunder shall be placed in a separate and distinct account.

The City is authorized, pursuant to § 222-4 of the City Code, to withdraw any amount necessary up to the total amount on deposit with the City to reimburse the City for expenses which may be incurred to secure and maintain the property upon the Property Owner's failure to do so in accordance with the approved Vacant Building Plan, as required pursuant to § 222-3(C) of the City Code. The City shall provide the Property Owner with copies of all invoices and an accounting of charges and services of all withdrawals from the escrow account.

Any use of the escrow account shall not waive any rights of the City to enforce violations of the City Code, including but not limited to Chapter 222, nor shall it limit the ability to impose and collect any applicable fines, fees or penalties.

In the event the City shall draw funds under this Declaration for the stated purpose and there is any surplus held by the City at such time as the subject property is no longer deemed vacant, then the City shall refund said surplus to the Property Owner.

Agreed to by:

By: \_\_\_\_\_  
(Signature) (Property Owner)

\_\_\_\_\_  
(Printed)