

**Town of LeRoy**  
**Vacant Building Department**  
**48 Main Street**  
**LeRoy, NY 14482**  
**(585) 768-6910 x243**

Permit # \_\_\_\_\_

**VACANT BUILDING REGISTRATION APPLICATION**

Please fill out all applicable information and return to address listed above.

Regarding Property located at: \_\_\_\_\_  
Address Street

Tax Parcel ID#: \_\_\_\_\_ Square Footage \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Age of Building: \_\_\_\_\_ Recent Use: \_\_\_\_\_  
Residential, Commercial

Owners Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Address (PO Box not acceptable) Street City State Zip

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Address (PO Box not acceptable) Street City State Zip

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Address (PO Box not acceptable) Street City State Zip

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Agents Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street (PO Box not acceptable) Street City State Zip

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Vacant Building Plan: \_\_\_\_\_  
See Section 146-3 C

\_\_\_\_\_

\_\_\_\_\_

Signature of Owner Date

**FEE: \$50 cash / check # \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_**

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## **VACANT BUILDING REGISTRY**

A. The owner of a vacant building shall register with the Code Enforcement Officer no later than 30 days after any building becomes a "vacant building," as defined above, or not later than 30 days after being notified by a Code Enforcement Officer of the requirement to register, whichever is sooner. A Code Enforcement Officer may identify vacant buildings through his/her routine inspection process, as well as through notification by residents, neighborhood associations, and other community groups that a building may be eligible for inclusion on the registry. Notice shall be served upon, or sent by certified mail to, the owner, and any registered property manager, and to the property address. Notice shall be deemed received by the owner, property manager, or an occupant, upon personal delivery or three days in Genesee County or five days for other locations after service by certified mail. The village or Town may also post notices on the village or Town website to provide additional notice to the public. However, the village or Town's failure to post such violations on their website shall not constitute a defense to any enforcement proceeding or collection of fees.

B. The registration shall be submitted on forms provided by the Code Enforcement Officer, or designated persons from that office, and shall include the following information:

- (1) A description of the premises, i.e., square footage, number of stories, age of the building, and most recent use of the building.
- (2) The names, addresses, and telephone numbers of the owner or owners; if the owner is a corporation, limited-liability company, or partnership, the address for each director, manager, or partner, as the case may be. The address must include a street address; a post office box is not acceptable.
- (3) If the owner does not reside in Genesee County or any adjoining New York county, the name and address of a responsible party who does reside in Genesee County or any adjoining county. The address must include a street address; a post office box is not acceptable.
- (4) The names and addresses of all known lienholders and all other parties with an ownership interest in the building. Each address must include a street address; a post office box is not acceptable.
- (5) A name, address, and telephone number of a responsible natural person (not a corporation, partnership, or limited-liability company) who can be reached at all times during business and nonbusiness hours. The address must include a street address; a post office box is not acceptable.
- (6) A vacant building as described in Subsection C below.

C. The owner shall submit a vacant building plan which must meet the approval of the Code Enforcement Officer, or designated person. The plan, at a minimum, must contain information and appropriate permits from one of the following three proposals 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 in accordance with standards provided below, along with the procedure that will be used to maintain the property, and a statement of the reason(s) why the building will be left vacant; or
- (3) If the building is to be returned to appropriate occupancy or use, rehabilitation plans for the building must be submitted to the Code Enforcement Officer. The rehabilitation plans shall not exceed 365 days from the date of submission and shall include progress benchmarks at least every four months, unless the Code Enforcement Officer grants an extension for good cause shown, upon receipt of a written statement from the owner detailing the reasons for the extension. Any repairs, improvements or alterations to the property must comply with any applicable zoning, housing, historic preservation or building codes. The building must be secured in accordance with this chapter.

D. The owner shall comply with all applicable laws and codes. The owner shall notify the Code Enforcement Officer of any changes in information supplied as part of the vacant building registration within 30 days of the change. If the plan or timetable for the vacant building is revised in any way, the revisions must be in writing and must meet the approval of the Code Enforcement Officer.

E. The owner and any subsequent owner shall keep the building secured and safe and the building and grounds properly maintained as provided in the NYS Property Maintenance Code and this chapter.

F. Failure of the owner or any subsequent owner to maintain the building and premises as required herein shall be grounds for the Town:

- (1) To remediate the building and bill the costs of same to the owner;
- (2) To revoke the rehabilitation plans; and
- (3) The owner shall be subject to fees and penalties as provided herein.

G. The owner shall notify the Code Enforcement Officer of any transfer of ownership within 15 days of transfer. The new owner shall comply with the approved plan and timetable submitted by the previous owner until any proposed changes are submitted and approved by the Code Enforcement Officer or designated person.

Go to : <http://ecode360.com/33498809>

To see the remainder of the code. The current fee schedule is attached to this packet.

The Vacant Building Registration program is the Town's primary tool for tracking, monitoring, and managing nuisance vacant properties in the Town. The program is governed by Chapter 146 of the Town of LeRoy General Code.

The Vacant Building Registration (VBR) Program was created to ensure that vacant property remains secure and is properly maintained. The Program was also established to help recapture some of the Town's costs related to properties that are not being maintained or that have a history of improper maintenance. Owners of vacant properties must register and pay an annual fee.

The VBR fee is due at the time of registration and each year on the anniversary date of being found vacant. This fee is set by the Town board and may be adjusted in the future.

All buildings (including commercial properties) may qualify for the Vacant Building Registration Program. Residential or commercial properties that have one or more of the following conditions may be required to register as vacant:

A building, a portion of a building, or a structure which is any one or more of the below:

1. Unoccupied and unsecured;
2. Unoccupied and secured by other than normal means;
3. Unoccupied and an unsafe building as determined by a Code Enforcement Officer;
4. Unoccupied and a Code Enforcement Officer has issued an order to correct code violations;
5. Illegally occupied; or
6. Unoccupied for a period of time over 30 days.

**VACANT BUILDING REGISTRY – FEE SCHEDULE – TOWN OF LEROY**

**Initial registration fee: \$50.      Returned check processing fee: \$50.**

**Fee for unpaid charges added to tax bill: \$250.**

**Late fee: initial registration and/or annual vacant building fee: \$50 plus 2% per month or part thereof assessed on any invoice which is unpaid after thirty (30) days from the date of the demand payment.**

**Annual Vacant building fee:**

Property Type	Year 1	Year 2	Year 3	Each Subsequent Year
Demolition plan or Rehabilitation plan submitted	\$100	If no extension is granted, then the maximum fee for the relevant property type will be charged for each subsequent year.		
1-3 unit residential	\$1,000	\$1,500	\$2,000	\$2,500
4-6 unit residential	\$1,000	\$2,000	\$3,000	\$4,000
7+ unit residential	\$250/unit	\$500/unit	\$750/unit	\$1,000/unit
Commercial (whichever is Greater)	\$1,000 or \$0.05/sq. ft.*	\$2,000 or \$0.10/sq. ft.*	\$3,000 or \$0.15/sq. ft.*	\$4,000 or \$0.20/sq. ft.*

\*= gross square foot

Effective Date: 2-22-18

