

Village 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 may also post notices on the Village or Town website to provide additional notice to the public. However the Village'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 not 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 firm 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 plan 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 New York State 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 Village:

- (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 : <https://ecode360.com/33783760>

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

The Vacant Building Registration program is the Villages primary tool for tracking, monitoring, and managing nuisance vacant properties in the Village. The program is governed by Chapter 195 of the Village 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 Villages 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 Village board and may be adjusted in the future.

All buildings (Nonresidential buildings located within an historic district shall be exempt from this code.) 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 – VILLAGE 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	\$1,000 or \$250/unit \$0.05/sq. ft.	\$500/unit \$2,000 or \$0.10/sq. ft.	\$750/unit	\$1,000/unit
Commercial (whichever is Greater)			\$3,000 or \$0.15/sq. ft.	\$4,000 or \$0.20/sq. ft.*

*= gross square foot

Effective Date: 2-22-18

Village of LeRoy
Ownership Transfer Sheet

PLEASE NOTE: This application has been sent to you because you are identified by Genesee County Tax Records as the listed owner, taxpayer, mortgage holder, and/or responsible party. If you no longer have an interest in the property, please indicate your name, when you sold the property and to whom.

Seller: _____

Seller's Agent/Company: _____

Agent's Phone #: _____

New Buyer/Responsible Party: _____

Buyer's Address: _____

Buyer's Phone #: _____

Other Interested Party: _____

Address: _____
Street City State Zip Code

Buyer's Phone #: _____

Signature of Owner

Date

Address of Owner: _____
Street City State Zip Code

Section **195-3(G)** states: "The owner will 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."

"This institution is an equal opportunity employer."

"This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov."