



## VACANT BUILDING REGISTRY

Vacant Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Property Address: \_\_\_\_\_

Description of Building (stories, sq. ft., age, last use, etc.): \_\_\_\_\_

Names and contact information for owner or owners (no PO Boxes):

Name(s): \_\_\_\_\_

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

Telephone – Home: (     ) \_\_\_\_\_ Cell or 24 Hr: (     ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

If the owner does not reside in Cayuga County or any adjoining county the name and contact information of the registered property manager as required by § 182.56 *Registration of rental housing units; certificates of compliance*. (no PO Boxes):

Name: \_\_\_\_\_

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

Telephone – Home: (     ) \_\_\_\_\_ Cell or 24 Hr: (     ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name and contact information of all lien holders and all other parties with an ownership interest in the building:

Name: \_\_\_\_\_

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

Telephone Number(s): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name and contact information for insurance company that holds a policy on this property:

Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

Policy No.: \_\_\_\_\_

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

- a. If the building is to be demolished, demolition plans indicating the proposed time frame for demolition.
- b. 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.
- c. If the building is to be returned to appropriate occupancy or use, rehabilitation plans for the property not to exceed 365 days.

---

---

---

---

*It is suggested that the owner contact the Office of Planning for information outlining programs available which may be useful to implement a rehabilitation plan. (315)255-4115*

Application is hereby made to the City of Auburn Fire Department for registration under the Vacant Building Registry Ordinance and pursuant to the New York State Fire Prevention and Building Code for the construction of buildings, additions, or alterations or for the removal or demolition, as herein described. The Applicant agrees to comply with all applicable laws ordinances and regulations and to update this registration and to maintain current emergency contact information. The Applicant further agrees to permit the City to periodically inspect this property and to place a placard on the property identifying it as uniquely hazardous to firefighting operations if deemed necessary by Fire Department Officials.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Office use only: Account A99 1586 Fire Department Vacant Building Registry**