



# The City of Kingston, NY

BUILDING SAFETY & ZONING ENFORCEMENT

5 GARRAGHAN DR KINGSTON, NY 12401

(845) 331-1217 BUILDINGS@KINGSTON-NY.GOV

## VACANT PROPERTIES REGISTRATION FORM

**Registration:**  New registration     Update of registration     Renew Registration

Date of vacancy: \_\_\_\_\_ Section / Lot / Block: \_\_\_\_\_

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

### **Bank or Owner Information:**

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

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

Email: \_\_\_\_\_

Direct bank contact:

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

Is the owner a resident of Ulster County?  yes  no (If the owner does not reside in Ulster County, a local agent must be designated that can be reached day or night.)

### **Agent Designated to Maintain Property/ Bank Service Provider:**

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

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

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

Direct Service Provider Contact:

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

**Property information:**

Residential     Commercial    Square footage: \_\_\_\_\_

Number of apartments: \_\_\_\_\_

**Utility Status:**

**On / Off**

-Electric

-Water

**On / Off**

-Gas

-Pipes Winterized

**Condition of building:**  fair     poor     excellent

**Condition of floor/ sheathing/ framing:**  fair     poor     excellent

**Projected use of property:**  demolition     remain vacant     return to appropriate occupancy or use.

**A Plan must be submitted for securing and maintaining the structure and or property so that it will not be open to the general public:**

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- If the building is to remain vacant, a plan for securing the building in accordance with requirements of the Building Safety Department, including but not limited to, the requirements that exterior wall, including foundations, shall be maintained so that ground and surface water penetration into basement, cellars, or other interior wall areas and that the exterior doors, windows and similar openings be maintained weather tight and that exterior stairs, porches, platforms, etc. shall be maintained in a safe and sound condition, and that roofs be maintained in a water tight condition, and further that the exterior surfaces be maintained in good condition including the

requirement that protective coating of paint or other suitable preservation be applied.

- The Owner shall be required to explain the procedures that will be used to maintain the property as required by the Building Safety Department and a statement of the reason why the building will be left vacant.
- If the building is to be returned to appropriate occupancy or use, a rehabilitation plan for the property shall be submitted. The rehabilitation plan shall not exceed 365 days, unless the office has granted an extension upon receipt of a written statement from the owner.
- Any repairs, improvements, or alterations to the property must comply with any applicable zoning, housing, historic preservation or building codes and must be secured in accordance with the Code of the City of Kingston during the rehabilitation.
- Failure of the owner to maintain the building and premises that result in remedial action being taken by the City shall be grounds for revocation of the approved plan and shall be subject to any applicable penalties provided by the law.

**The owner/representative must post a sign affixed to the structure with the name, address and telephone number of the owner and the name, address, email and telephone number of the entity responsible for the maintenance of the property. The sign shall be at least 18 inches by 24 inches in dimension and shall include the words "To Report Problems with this Building/Property Call and/or e-mail" and shall be placed in a location where it is clearly legible from the nearest public street or sidewalk, whichever is nearer. A template is available on the City's website at [www.kingston-ny.gov](http://www.kingston-ny.gov).**

**The Building Official/Code Enforcement Officer of the City of Kingston shall be provided with proof of inspection of the premises by the agent or responsible party at least every 30 days after the abandonment commences. An inspection "log" shall be posted on the property next to**

**the sign containing the owner/ representative's contact information providing proof of monthly inspection. A template is available on the City's website at [www.kingston-ny.gov](http://www.kingston-ny.gov).**

**Failure to attach the insurance statement to the registration form submitted to the City shall cause the registration form to be invalid.**

**The owner/ representative must schedule an inspection with The Kingston Building Department within 30 days of registration and annually thereafter.**

Signature: \_\_\_\_\_ Owner/ Representative

(Digital and typed signatures will not be accepted)

Print: \_\_\_\_\_

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

Email: \_\_\_\_\_

If signing on owner's behalf, relationship to property:

Print: \_\_\_\_\_

**Contact the Building department to determine if permits are required before conducting any work on the property.**