



City Of Kingston

Building Safety & Zoning Enforcement

5 Garraghan Dr

Kingston, NY 12401

(845) 331-1217

Fax (845) 331-1224

Vacant Properties Registration form

Registration: New registration Update of registration Renewal registration

Date of vacancy:

Address of Property:

Section / Lot / Block:

Name, Legal Address, phone number of Owner: Private Corporation LLC (list all owners)

Name:

Phone:

Legal address:

Email:

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.

Authorized agent address, phone number & email:

Name / address / telephone number and email of firm or person responsible for maintaining the property:

Property information:

Residential number of units/Apartments per floor:

Basement: 1st floor:

2nd floor: 3rd floor:

Attic:

Commercial square footage of building

Number of commercial spaces and floor locations:

Basement: 1st floor:

2nd floor: 3rd floor:

Attic:

Number of stories (excluding basement and attic)

Status of utilities:

Electric: off on / Water off on / Sewer / Natural Gas off on

Winterization of pipes yes no

Condition of building: fair poor excellent

Condition of roof: 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 the structure and or property so that it will not be open to the general public:

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. In addition, 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. 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. Signature of Property

Owner:

Print Name of Property Owner:

Date: