Village of Marcellus

Vacant Building Registration

Any owner of any building or structure which has been vacant for more than 120 consecutive days shall file with the Code Enforcement Officer a vacant building registration and pay the registration fee as established by the Village Board.

Please return this registration within 30 days to: Village of Marcellus, 6 Slocombe Avenue, Marcellus, NY 13108

This form is to be completed by the owner, or their respective agent.

A. Property Information:

Property address: _____

Tax map number: _____ - _____ - _____   Number of vacant buildings on the parcel: _____

B. Owner Information (see instructions on reverse side)**:**

Owner name: _____   Phone: _____

Owner address: _____

(List additional owners on reverse side)

C. Local Agent:

If none of the owners are within the County of Onondaga, provide the name and address of a person who resides within the County of Onondaga and who is authorized to accept service of process on behalf of the owners.

Agent name: _____   Phone: _____

Agent address: _____

Responsible local party or agent for purposes of notification in the event of an emergency affecting the public health, safety or welfare and maintenance of property.

Contact name: _____   Phone: _____

D. Vacant building plan:

Include a Vacant Building Plan as described on the reverse side.

E. Registration fee:

$500 - Said fee shall increase by $500 each year, for each year that the property remains vacant.
Make checks payable to: Village of Marcellus, 6 Slocombe Avenue, Marcellus, NY 13108

F. Certification:

I hereby certify under penalty of perjury that the information provided on the registration is complete and accurate.

Owner/Agent: _____   **Notary:** _____

Date: _____   **Date:** _____

Owner Instructions:

Provide the names of all owners.

a) If the owner is a corporation, the names and residence addresses of all officers and directors of the corporation shall be provided and shall be accompanied by a copy of the most recent annual franchise tax report filed with the Secretary of State;

b) If the owner is a limited liability company, the name and residence address of the managing member;

c) If the owner is an estate, the name and business address of the executor or administrator of the estate shall be provided;

d) If the owner is a trust, the name and address of all trustees, grantors shall be provided;

e) If the owner is a partnership, the names and residence addresses of all partners with an interest of 10% or greater shall be provided;

f) If the owner is any other form of unincorporated association, the names and residence addresses of all principals with an interest of 10% or greater shall be provided;

g) If the owner is an individual person, the name and residence address of that individual person shall be provided.

Vacant building plan:

The owner will submit a vacant building plan which must meet the approval of the Code Enforcement Officer. 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, a demolition plan indicating the proposed time frame for demolition;

b) 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

c) 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 will not exceed 365 days from the date of submission and will 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.

Additional Property Information: