



CITY OF SYRACUSE – VACANT PROPERTY REGISTRY APPLICATION

Please return this application to the Division of Code Enforcement;
201 E. Washington Street, City Hall Commons; Syracuse, NY 13202

VACANT PROPERTY REGISTRY APPLICATION

PROPERTY INFORMATION

Property Address: _____
Date first vacant: _____
Property Type: 1-3 Unit Residential 4-6 Unit Residential 7+ Unit Residential: # of units: ____
Commercial/Other: Sq. Ft.: _____
Fee attached: \$ _____ (see fee schedule, page 4)

OWNERSHIP INFORMATION

Owner of Record's Name: _____
Physical Address (no P.O. Boxes): _____
City: _____ State: _____ Zip Code: _____
County of Residence: _____ Email: _____
Phone: _____ Alternate Phone Number: _____
Social Security Number: _____ **OR** Copy of Gov't Issued Photo ID Attached:

Please check the appropriate entity of the owner: Entities must attach the following documentation.
Corporation: Corporations: Articles of Incorporation
Partnership: Partnerships: Partnership Agreement
LLC: LLCs: Articles of Incorporation
Real Person: Operating Agreement

If the owner does not live in Onondaga or an adjoining county or if an agent of the owner is responsible for property maintenance:

Name: _____
Physical Address (no P.O. Boxes): _____
City: _____ State: _____ Zip Code: _____
County of Residence: _____ Email: _____
Phone: _____ Alternate Phone Number: _____
Relationship to owner: _____ Are you a Property Manager? _____
A telephone number where a responsible party can be reached at all times, during business and non-business hours: _____

LIEN HOLDERS (attach additional pages if necessary)

Lienholder 1

Name: _____
City/State/Zip: _____
Phone Number: _____
Email Address: _____

Lienholder 2

Name: _____
City/State/Zip: _____
Phone Number: _____
Email Address: _____

INSURANCE POLICY attached (attach a copy if your property is insured)

Issued by:
Name: _____
Contact Person: _____
Address: _____
Phone: _____
Square feet of gross floor area: _____ sq. ft.



CITY OF SYRACUSE – VACANT PROPERTY REGISTRY APPLICATION

Please return this application to the Division of Code Enforcement;
201 E. Washington Street, City Hall Commons; Syracuse, NY 13202

VACANT BUILDING PLAN

Within the next 12 months I intend to:

- A. Rehabilitate and Reoccupy
- B. Stabilize and Maintain
- C. Demolish the subject property

If B is chosen, property must be maintained according to code, with particular attention paid to exterior violations and keeping the building weathertight.

Explain on the following sheet, in detail, how this plan is to be carried out:



CITY OF SYRACUSE – VACANT PROPERTY REGISTRY APPLICATION

Please return this application to the Division of Code Enforcement;
201 E. Washington Street, City Hall Commons; Syracuse, NY 13202

I, _____, ensure that all information provided herein is accurate and complete and agree to maintain their property in compliance with the New York State Uniform Fire Prevention and Building Code and the Syracuse Property Conservation Code, with particular emphasis on the exterior maintenance standards attached, and consistent with the Vacant Building Plan provided.

I understand that violations of the Syracuse Property Conservation Code will result in the accrual of fines and prosecution under Section 27-120 of the Syracuse Property Conservation Code.

I state under oath that by signing below, all the aforementioned statements in this Application are true, and I understand that according to New York Law it is perjury to make false statements to a municipality.

PLEASE NOTE - New York State Penal Law §210.45: It is a Class A Misdemeanor for a person to knowingly offer a false instrument for filing, knowing that a written instrument contains a false statement or false information, and representing said instrument to a public office or public servant with the knowledge or belief that it will be filed with, registered or recorded in or otherwise become a part of the records of such public office or public servant.

THIS APPLICATION MUST BE NOTARIZED

Print Name: _____ **Signature:** _____

Relationship of Signatory to Owner: _____ **Date:** ____/____/____

Subscribed and sworn to before me this
_____ day of _____, 20____

Notary Public



CITY OF SYRACUSE – VACANT PROPERTY REGISTRY APPLICATION

Please return this application to the Division of Code Enforcement;
201 E. Washington Street, City Hall Commons; Syracuse, NY 13202

DIRECTIONS FOR COMPLETING THE VACANT PROPERTY REGISTRY APPLICATION

1) Registration Fees

Vacant Building Registration fee is due at the time of application submittal and annually upon renewal:

Property Type	Year 1	Year 2	Year 3	Each Subsequent Year
Plan A or C above	\$100	If no extension is granted, then the maximum fee for the relevant property type will be charged each subsequent year.		
1-3 unit residential	\$250	\$500	\$750	\$1,000
4-6 unit residential	\$500	\$1,000	\$1,500	\$2,000
7+ unit residential	\$250/unit	\$500/unit	\$750/unit	\$1,000/unit
Commercial (whichever is greater)	\$1,000 or \$.05/sq. ft.	\$2,000 or \$.10/sq. ft.	\$3,000 or \$.15/sq. ft.	\$4,000 or \$.20/sq. ft.

2) Local Owner or Local Agent

If the owner(s) reside outside of Onondaga County or of an adjoining county, the name, address and telephone number of a responsible person for the owner(s) who resides within Onondaga County.

Include the physical addresses, copy of driver’s license, social security number, and telephone numbers of the owner or owners. If the owner is using a local agent or some local entity responsible for the property, provide this agent’s name, relationship to the property owner, company, title, address, and other contact information.

A Post Office Box is not an acceptable address for the owner of agent – a physical address must be provided.

3) Contact Phone

You must provide a phone number that can be reached during business and non-business hours

4) Lien-holders

Provide the name, address, and phone number of all lien-holders and others with ownership interest in the property.

5) Vacant Building Plan

The owner shall submit a vacant building plan which must meet the approval of the Enforcement Officer. The plan, at a minimum, must contain information from one of the following three choices:

PLAN A: Rehabilitate and Reoccupy

If the building is to be returned to an appropriate occupancy or use, a rehabilitation plan for the property must be submitted. The rehabilitation plan shall not exceed 365 days, unless the Director or the individuals designated by the Commissioner grants an extension upon receipt of a written statement from the owner, detailing the reasons for the extension. Any repairs, improvements, or alterations to the property must apply with applicable zoning (including historic preservation) and building codes. The property must be secured in accordance with the Syracuse Property Conservation Code during the period of rehabilitation. If no building permit has been applied for within the one-year period, the owner will be notified of their noncompliance. The owner will be required to file an extension with a revised



CITY OF SYRACUSE – VACANT PROPERTY REGISTRY APPLICATION

Please return this application to the Division of Code Enforcement;
201 E. Washington Street, City Hall Commons; Syracuse, NY 13202

rehabilitation plan and reasons for non-compliance. If this is not satisfied, the owner may be prosecuted under Section 27-120 of the Syracuse Property Conservation Code.

Applicants who select Plan A will pay a lesser fee in year 1 (see registration fee schedule in Section 2 above), but will be required to pay the maximum fee for their property type if they are found to be in non-compliance for lack of progress on the rehabilitation plan.

PLAN B: Stabilize and Maintain

If the building is to remain vacant, a plan for securing the building in accordance with the Syracuse Property Conservation Code must be submitted. This must include the procedure that will be used to monitor and maintain the building in accordance with these standards, and a statement of the reasons why the building is to remain vacant.

PLAN C: Demolish

If the building is to be demolished, a demolition plan indicating the proposed time frame for demolition, including timeline to obtain the necessary permits.

If no demolition permit has been applied for within the one-year period, the owner will be notified of their noncompliance. The Director or the individuals designated by the Director have discretion to grant an extension, upon receipt of a written statement from the owner, detailing the reasons for the extension, if extenuating circumstances have prevented the demolition of the property or if the plan for the property has changed for reasons deemed legitimate by the Enforcement Officer. If no extension is granted, the property owner will be required to pay the maximum fee for their property type in all subsequent years and the owner may be prosecuted under Section 27-120 of the Syracuse Property Conservation Code.