



DEPARTMENT OF BUILDINGS  
VACANT BUILDING GUIDELINES  
AND REGISTRATION

VACANT BUILDING  
REGISTRATION

Per Village Code § 65-7.1, this form must be filled out by the owner of any building which becomes vacant in the Village. It is designed to enable the Village to contact you about problems at said vacant building and to avoid, wherever possible, levying fines, etc. Any questions regarding the registration process can be answered from 8:30 am – 4:30 pm, Monday to Friday by contacting the Building Department at 516.326.6319 or [FPBuildings@FPVillage.org](mailto:FPBuildings@FPVillage.org). The Building Department is located at 1 Pool and Garage Road, Floral Park, NY

**GENERAL INFORMATION**

VACANT BUILDING ADDRESS: \_\_\_\_\_

SECTION: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ DATE OF VACANCY: \_\_\_\_\_

WHAT WAS THE BUILDING LAST USED AS? \_\_\_\_\_

NUMBER OF STORIES: \_\_\_\_\_ NUMBER OF OFFICE/DWELLING UNITS: \_\_\_\_\_

ELECTRICITY: ON  OFF  WATER: ON  OFF  GAS: ON  OFF

I HAVE INCLUDED PHOTOS OF ALL FOUR EXTERIOR WALLS WITH THIS APPLICATION. YES  NO

**OWNER INFORMATION**

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ EIN: \_\_\_\_\_

*IF APPLICABLE*

SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ DRIVER'S LIC. NO.: \_\_\_\_\_

*IF APPLICABLE*

*IF APPLICABLE*

*IF APPLICABLE*

I HAVE INCLUDED A COPY OF THE OWNER'S DRIVER'S LICENSE OR ARTICLES OF INCORPORATION FOR ORGANIZATION. YES  NO

**CONTACT INFORMATION** (THE CONTACT PERSON MUST BE REACHABLE ON AN EMERGENCY BASIS).

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ALTERNATE PHONE I: \_\_\_\_\_ ALTERNATE PHONE II: \_\_\_\_\_

AGENT FOR SERVICE: \_\_\_\_\_

*IF APPLICABLE*

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**APPLICATION INFORMATION**

THIS IS A(N): ORIGINAL APPLICATION  REGISTRATION RENEWAL  REGISTRATION UPDATE   
*CHECK WHICH APPLIES*

ORIGINAL APPLICATION DATE (IF APPLICABLE): \_\_\_\_\_



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**BONDING INFORMATION**

PER VILLAGE CODE § 65-7.1 (A.), ANY PERSON, BUSINESS, ORGANIZATION, BANK OR LENDER WHO COMMENCES A FORECLOSURE ACTION AGAINST ANY PROPERTY WITHIN THE VILLAGE THAT HAS BECOME VACANT, OR SUBSEQUENT PARTIES TO SUCH AN ACTION, SHALL PROVIDE TO THE VILLAGE AN UNDERTAKING IN THE FORM OF CASH, A CASH BOND, OR A LETTER OF CREDIT ACCEPTABLE TO THE VILLAGE ATTORNEY, IN THE SUM OF \$35,000, TO SECURE THE CONTINUED MAINTENANCE OF THE PROPERTY FREE OF ANY VIOLATIONS OF THIS CHAPTER, DURING THE ENTIRE TIME THAT VACANCY SHALL EXIST, AS DETERMINED BY THE SUPERINTENDENT OF BUILDINGS. WHEN THE FORECLOSURE ACTION IS FINALLY DISCONTINUED, ANY UNUSED FUNDS SHALL BE RETURNED. A COPY OF THIS BOND MUST BE SUBMITTED ALONG WITH THIS APPLICATION.

BONDING COMPANY: \_\_\_\_\_

I HAVE INCLUDED WITH THIS REGISTRATION A COPY OF MY VACANT BUILDING BOND. YES  NO

IN LIEU OF A BOND I WILL BE SUBMITTING CASH OR A LETTER OF CREDIT ACCEPTABLE TO THE VILLAGE ATTORNEY IN THE SUM OF \$35,000 YES  NO

**LIENHOLDER INFORMATION**

IF APPLICABLE STATE THE NAME OF ANY AND ALL LIENHOLDERS, THE NATURE OF THEIR INTEREST AND THEIR ADDRESS AND CONTACT INFORMATION.

FIRST LIENHOLDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALT PHONE: \_\_\_\_\_

NATURE OF INTEREST: \_\_\_\_\_

SECOND LIENHOLDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALT PHONE: \_\_\_\_\_

NATURE OF INTEREST: \_\_\_\_\_

**INSURANCE INFORMATION**

INSURANCE CO.: \_\_\_\_\_

AGENT: \_\_\_\_\_ AGENT PHONE: \_\_\_\_\_

AGENT ADDRESS: \_\_\_\_\_

COVERAGE AMOUNT.: \$ \_\_\_\_\_



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**VACANT BUILDING PLAN**

*FOR A FULL EXPLANATION OF WHAT A VACANT BUILDING PLAN MUST INCLUDE, PLEASE REFER TO THE INSTRUCTIONS INCLUDED AT THE END OF THIS FORM.*

**Certification:** I hereby certify that I have examined this application and know the information contained therein to be correct. I understand that the application for registry does not grant authority to violate or ignore any law, that this registry authorizes only the work described herein and will expire, unless otherwise noted, in one year from the date of issuance.

**Registrant:** \_\_\_\_\_

**On Behalf Of:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_, to me known and known to me to be the person described in as the applicant and who executed the foregoing instrument and has acknowledged to me that he/she executed the same.

\_\_\_\_\_  
Notary Public

**Building Department Use Only:**

<input type="checkbox"/> Registration Fee:	Receipt:	<b>Registration Fee Calculation</b> For the first year of vacancy, the registration cost is \$250. For the second year, \$500. For the third year, \$750. For the fourth year \$1,000. For the fifth year and for every year thereafter, \$1,250.
<input type="checkbox"/> Renewal Fee:	Receipt:	
<input type="checkbox"/> Bond/Cash/Credit Letter Received	Receipt:	



## DEPARTMENT OF BUILDINGS VACANT BUILDING GUIDELINES AND REGISTRATION

### Vacant Building Registration Information

**Vacant Building Plan.** The building owner must submit a vacant building plan along with this registration as follows:

1. If the building is to be demolished, a demolition plan indicating the proposed time frame for demolition. A separate demolition permit application must be filed with the Building Department.
2. If the building is to remain vacant, a plan for the securing of the building, along with the procedure to monitor and maintain the property in accordance with Chapter 65 of the Village Ordinance, and a statement of the reasons why the building will be left vacant.
3. If the building is to be returned to appropriate occupancy or use, a rehabilitation plan for the property, including timeline for occupancy. The rehabilitation plan shall not exceed 365 days

**Additional Documentation.** In addition to this form, the registrant must include a copy of all the building's owners' drivers' licenses or, if the building is owned by a corporate entity, a copy of the entity's articles of incorporation. Additionally, we will need a copy of the bond you have obtained for the vacant property per Village Code § 65-7.1 (A.). If you need to submit additional information, you may append additional documents to this registration form.

**Foreclosures; undertaking** § 65-7.1 (A.) Any person, business, organization, bank or lender who commences a foreclosure action against any property within the Village that has become vacant, or subsequent parties to such an action, shall provide to the Village an undertaking in the form of cash, a cash bond, or a letter of credit acceptable to the Village Attorney, in the sum of \$35,000, to secure the continued maintenance of the property free of any violations of this chapter, during the entire time that vacancy shall exist, as determined by the Superintendent of Buildings. When the foreclosure action is finally discontinued, any unused funds shall be returned.

§ 65-7.1 (B.) It shall be unlawful for any such person, business, organization, bank or lender to fail to properly deposit such cash, a cash bond, or a letter of credit within 45 calendar days after the foreclosure action is commenced.

**Continued Maintenance.** Registration of a vacant building does not absolve the building owner of his/her obligation to maintain the property and the owner will remain responsible for any code violations discovered on the property. In particular, Chapter 65, of the Village Ordinance outlines the responsibility of a vacant building owner to maintain a vacant building.

Unoccupied buildings, structures, premises or portions thereof shall be secured and protected. Exterior and interior openings accessible to other tenants or unauthorized persons shall be boarded, locked, blocked or otherwise protected to prevent entry by unauthorized individuals. Property to be inspected by a maintenance company monthly or more frequently as required. All accumulations of combustible materials, flammable or combustible waste or rubbish shall be removed weekly or more frequently as required. Grass cutting and garbage/debris removal shall be done weekly or more frequently as required.

§ 65-7.1 (C.) In the event that the Superintendent of Buildings determines that any property referenced in Subsection A above is being maintained in violation of this chapter, then in addition to or in lieu of any other enforcement remedy at his/her disposal, the Superintendent may utilize the deposited funds to pay the full and actual cost of actions necessary to eliminate the violation.

§ 65-7.1 (D.) In the event that any such funds are utilized as set forth above, such person, business, organization, bank or lender shall restore it to the full amount referenced in Subsection A above, within 15 calendar days after written demand by the Village, sent by regular mail and certified mail, return/receipt/requested to such person.

**Contact Person.** The contact person provided in this form must be available on an emergency basis. The reason for this to provide The Village with a means of contacting a vacant building owner in the event of an emergency.

**Registration Cost.** For the first year of vacancy, the cost is \$250. For the second year, \$500. For the third year, \$750. For the fourth year \$1,000. For the fifth year and for every year thereafter, \$1,250.

**Registration Renewal.** This registration must be renewed on a yearly basis. Failure to timely renew a vacant building's registration will result in a citation for failure to register a vacant building.