



Town of Cortlandville
Building and Codes Department
3577 Terrace Rd
Cortland, NY 13045

Desiree Campbell & Kevin McMahon
NYS Code Enforcement Officers
Town of Cortlandville

Phone: 607-756-7490
Fax: 607-758-7922

VACANT BUILDING REGISTRATION

Commercial

VACANT DATE _____

FEE \$ 100.00

(Make check payable to: Town of Cortlandville)

REGISTRATION INFORMATION

(1) DESCRIPTION OF PREMISES

Property tax map number: _____

Property mailing address:

(2) OWNER(S) INFORMATION (Attach additional sheets as needed)

Names(s): _____

Mailing Address: _____

Email Address: _____

Telephone Number: _____

(3) PROPERTY MANAGEMENT INFORMATION (Attach additional sheets as needed)

Names(s): _____

Mailing Address: _____

Email Address: _____

Telephone Number: _____

(4) LIEN HOLDER INFORMATION (Attach additional sheets as needed)

Names(s): _____

Mailing Address: _____

Email Address: _____

Telephone Number: _____

(5) RESPONSIBLE PARTY CONTACT INFORMATION

Telephone Number: _____

VACANT BUILDING PLAN (Attach additional sheets as needed, select one)

(1) _____ DEMOLITION. Please provide a demolition plan, including the proposed time frame for demolition.

(2) _____ REMAIN VACANT. Please provide a plan for the securing of the building, the procedures to be used to maintain the property, and the reason why the building will remain vacant.

(3) _____ RETURN TO OCCUPANCY. Please provide the rehabilitation plan for the property, including estimated time for completion. If the rehabilitation is expected to take longer than 365 days, please request an extension and provide a written statement why rehabilitation is expected to take longer than the 365 days.

SECURING VACANT BUILDINGS

Please provide the method of physically securing the vacant building as defined in the Vacant Property Law.

Please provide the names of all utility providers and the scheduled shutoff dates for their services.

INSPECTIONS

The Vacant Property Law requires inspections annually for every vacant commercial building as a Fire and Safety inspection, and the exterior of every vacant residential building.

Do you give permission for the Town to inspect the vacant properties? Y or N

APPLICATION is hereby made to the Town of Cortlandville Codes Department for registration under the Town of Cortlandville's Vacant Property Law.

Date: _____

Signature: _____

Print: _____