

**Code of the Village of Suffern - Chapter 101 - Buildings, Vacant**

**Article I - Registration of Vacant Buildings**

**§ 101-3 Vacant building registration**

**VACANT BUILDING REGISTRATION FORM**

1. Description of premise \_\_\_\_\_
  - a. Square Footage \_\_\_\_\_
  - b. Number of Stories \_\_\_\_\_
  - c. Age of Building \_\_\_\_\_
  - d. Most recent use of Building \_\_\_\_\_
  
2. Information regarding ownership
  - a. Names and addresses of owner or owners \_\_\_\_\_
  - b. If owner is a corporation, LLC, or partnership, please provide address for each director, manager or partner, etc. \_\_\_\_\_
  
3. If owner does not reside in Rockland County, please provide name & address of any third party with whom the owner has entered into a contract or agreement for property management.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Names and addresses of all known lien holders and all other parties with an ownership interest in the building.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. A name, address and telephone number where a responsible natural person (not a Corporation, partnership or LLC, can be reached at all times during business and non-business hours.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. A Vacant Building Plan as described in Subsection C of Chapter 101 - Buildings, Vacant, Article I - Registration of Vacant Buildings, § 101-3 Vacant building registration.

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### Article I - Registration of Vacant Buildings

#### § 101-3 Vacant building registration

- A.** The owner shall register with the Building Department no later than 30 days after any building that becomes a vacant building, as defined in § **101-2**, or not later than 30 days after being notified by the Building Department of the requirement to register. The Department may identify vacant buildings through its routine inspection process as well as through notification by residents, neighborhood associations and other community groups that a building may be eligible for inclusion on the registry.
- B.** The registration shall be submitted on forms provided by the Building Department and shall include the following information supplied by the owner:
1. A description of the premises, including but not limited to square footage, number of stories, age of the building, and most recent use of the building.
  2. The names and addresses of the owner or owners. If the owner is a corporation, limited liability company or partnership, the address for each director, manager, or partner, as the case may be. The address must include a street address; a post office box is not acceptable.
  3. If the owner does not reside in Rockland County, the name and address of any third party with whom the owner has entered into a contract or agreement for property management. The address must include a street address; a post office box is not acceptable.
  4. The names and addresses of all known lienholders and all other parties with an ownership interest in the building. Each address must include a street address; a post office box is not acceptable.
  5. A name, address and telephone number where a responsible natural person (not a corporation, partnership, or limited liability company) can be reached at all times during business and nonbusiness hours. The address must include a street address; a post office box is not acceptable.
  6. A vacant building plan as described in Subsection **C**.
- C.** 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 for the property:
1. If the building is to be demolished, a demolition plan indicating the proposed time frame for demolition.
  2. If the building is to remain vacant, a plan for the securing of the building in accordance with standards provided in § **101-12**, if applicable, along with the procedure that will be used to maintain the property in accordance with Article **II**, and a statement of the reasons why the building will be left vacant.
  3. If the building is to be returned to permissible occupancy or use, a rehabilitation plan for the property. The rehabilitation plan shall not exceed 365 days from the date of submission and will include progress benchmarks at least every 90 days, unless the Board of Trustees 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, or building codes and must be secured in accordance with § **101-12**, if applicable, during the rehabilitation.