

INCORPORATED VILLAGE OF PHILMONT

PO Box 822
124 MAIN STREET
PHILMONT, NEW YORK 12565
PHONE (518-672-7032)
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Vacant Building Registration Application

Please be aware that the Philmont Village Board approved Local Law #2 of 2021 which added Chapter 148, Vacant Buildings.

Incomplete registration forms will not be accepted, and if the lack of compliance results in nonregistration of the building, the owner can be prosecuted under Village Law § 93-12.

Property Information

Property Address, _____

Zoning District _____ Tax Map # _____

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 ___

Owner Information

Property owner _____

Address _____

Phone number; Home _____ Cell _____

Email _____

landlord or landlord’s agent Contact information (If the Owner does not live in Columbia County or an adjoining County - Reachable on an emergency basis)

Landlord _____

Address _____

Phone number; home _____ Cell _____

Email _____

Lienholder Information (State the name, address and contact info for all lienholders, (Attach additional pages if necessary.)

Insurance Information

Insurance Company _____

Agent _____

Phone# _____ Agent Address _____

Vacant Building Plan (Attach additional pages if necessary)

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:

- If the building is to be demolished, a demolition plan indicating the proposed time frame for demolition and the proposed time frame for any necessary permitting through the Village.
 - If the building is to remain vacant, a plan for the securing of the building, along with the procedure that will be used to monitor and maintain the property in accordance with all applicable building codes, and a statement of the reasons why the building will be left vacant.
 - If the building is to be returned to appropriate occupancy or use, a rehabilitation plan for the property. The rehabilitation plan shall not exceed 365 days, unless the Enforcement Officer grants an extension upon receipt of a written statement from the owner detailing the reasons for the extension. If no building permit has been applied for within the 365 days, the Enforcement Officer will send written notification to the owner of the lack of compliance with § 148-3C. The owner will be required to file an extension with a revised rehabilitation plan and reasons for noncompliance. Failure to respond may result in the imposition of the penalties set forth in § 148-6. Any repairs, improvements or alterations to the property must comply with any applicable zoning, housing, historic preservation or building codes.
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Vacant Building Fees (checks payable to the Village of Philmont)

The owner of a vacant building shall pay an annual fee as set forth in Subsection H (2) for the period the building remains a vacant building.

The first-year annual fee shall be \$1,000 and shall be paid no later than 30 days after the building becomes vacant. If the fee is not paid within 30 days of being due, the owner shall be subject to prosecution as prescribed in § 148-6. If a plan is extended beyond 365 days, subsequent annual fees shall be paid as follows:

- For the second year that the building remains vacant: \$2,000;
- For the third year that the building remains vacant: \$3,000;
- For the fourth year that the building remains vacant: \$4,000; and
- For the fifth and each succeeding year that the building remains vacant: \$5,000.

Certification: I hereby certify that I have examined this application and know the information contained to be correct. I understand that this permit will expire one year from date of issuance.

Signature of property owners or owner's agent _____

Printed Name _____ **Date** _____

For Office Use Only

CEO Signature _____ Date _____