



**CITY OF COHOES
BUILDING & PLANNING**

97 Mohawk Street
Cohoes, NY 12047
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**Vacant Building
Registration Form**

Date: _____

The City of Cohoes requires property owners to register a vacant building within 30 days of vacancy and every year thereafter. Within the City's Code, vacancy is defined as unoccupied or illegally occupied. For example, once a lis pendens for a foreclosure action is filed the mortgagor may leave the building, making it unoccupied. A third party may move in or squat at the property, making it illegally occupied since Cohoes requires a residential occupancy permit for any occupied spaces that are not owner occupied.

ADDRESS: _____ ZIP: _____
APPLICANT: _____
ADDRESS: _____ ZIP: _____
EMAIL: _____ PHONE: _____
PROPERTY MAINTENANCE NAME: _____
ADDRESS: _____ ZIP: _____
EMAIL: _____ PHONE: _____
LEINHOLDER'S CONTACT INFORMATION/ NAME: _____
ADDRESS: _____ ZIP: _____
EMAIL: _____ PHONE: _____
VACANCY: IS THIS PROPERTY CURRENTLY VACANT? Yes ____ No ____ IF SO, HOW LONG HAS IT BEEN VACANT? _____
What WAS THE MOST RECENT USE OF THE BUILDING: _____

HAS WATER, POWER AND GAS BEEN SHUT OFF, IF SO, PLEASE PROVIDE DATES: _____

IS THE BUILDING SECURED: YES ____ NO ____
The purpose of the form is to document the contact information of responsible parties. This includes anyone with an ownership interest, including the mortgagor, a life estate beneficiary or the party with a remainder interest after the life estate concludes. The applicant should also document the property manager and mortgagee on the VBR form. Provide the street address, land line, cell phone number and e-mail addresses of each responsible party.
A detailed rehabilitation plan should be submitted with the VBR form. The rehabilitation plan should outline any specific reconstruction needed in order to re-occupy the building. In addition, the plan should include a schedule for rehabilitation. Fees for vacant buildings must be paid annually on the anniversary date of vacancy. The initial \$50 registration fee is a one time cost. However, the first registration costs \$500; second year costs \$1000; and the third or subsequent years cost \$1500. The registrant should also provide updated contact information and any changes in responsible parties.
The responsible party needs to communicate the building's condition to the City of Cohoes Building and Planning Department. The Office will send a separate form questioning the power, gas, and water status. In addition, the City needs to know that the building is properly secured. Responsible parties should maintain the vacant building through mowing, snow removal and inspection to ensure the building is secure.

Rules and Acknowledgments

All work shall conform to the City of Cohoes Rules and Regulations, and must be completed within 6 months of the date of the permit issuance, or a new permit shall be obtained by the Applicant.

I, the undersigned, understand that the permit which may be issued pursuant to this application is issued on the assumption that all of the representations made on this permit application are true and accurate. I have read and understand the provisions of the Cohoes City Zoning Code, NYS Building Code and related Rules and Regulations and will comply with said requirements. I understand that if any of the information on this form is found to be untrue or inaccurate, or if the work initiated pursuant to a permit granted based on the representations made on this application is not completed in accordance with the representations made on this permit application, then the permit may be revoked without notice to myself, the contractor, or any other party.

SIGNATURE OF PROPERTY OWNER _____ **DATE** _____

SIGNATURE OF APPLICANT _____ **DATE** _____