

VACANT PROPERTY PLAN FORM

In addition to your annual registration form & fee, a vacant property plan must be submitted to the Hamilton Fire Department for your registration to be considered complete. The form below can be used to outline your plans for the property, but feel free to submit additional attachments if necessary to relay all appropriate information.

PROPERTY MAINTENANCE STANDARDS

All properties, regardless of future plans to rehabilitate, demolish, or secure, must also adhere to the following minimum property maintenance standards.

Secure

All structural openings which cannot be secured through an existing locking mechanism must be boarded and secured in accordance with the US Fire Administrations National Arson Prevention Board Up Procedures.

Protected

Any and all buildings must be protected from deterioration and maintained in accordance with Chapter 1779 of the City of Hamilton's Codified Ordinances.

Clean & Safe

The property must be kept clean, safe, sanitary and free from public nuisance in accordance with Chapter 1767 of the City of Hamilton's Codified Ordinances.

Access

A key box must be installed on each building in case of immediate access to the interior of the building is necessary for life-saving or firefighting purposes.

VACANT PROPERTY

Address: _____

Parcel Number(s): _____

Date Property Became Vacant: _____

Expected Date of Occupancy: _____

I PLAN TO

Rehabilitate the Property Demolish the Property Secure the Property

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IF YOU PLAN TO REHABILITATE

Please submit a detailed narrative outlining your plans to rehabilitate the vacant property. In addition to your personal goals for the property, you must include specific details for how you will comply with property maintenance standards (Chapter 1507.10). Time frame for rehabilitation not to exceed twelve (12) months.

IF YOU PLAN TO DEMOLISH

Please provide a detailed narrative outlining your plans to demolish the vacant property. You must include specific details for how you will comply with the property maintenance standards (Chapter 1507.10) while you prepare for demolition. Time-frame for demolition must begin no longer than thirty (30) days after demolition approval permit, and be completed no more than one (1) year from the date you begin.

DEMOLITION ESCROW

You are required to provide proof of holding in escrow for the City of Hamilton while you await demolition. Escrow funds may, by prior arrangement, be withdrawn during construction as follows: twenty percent (20%) upon commencement of work; twenty percent (20%) upon completion of half of all work; the remaining sixty percent (60%) upon completion of all work, including debris disposal, backfill, and seeding provided all fees have been paid in full.

- Less than 5,000 square feet = Twenty five thousand dollars (\$25,000)
- More than 5,000 square feet = Seventy five thousand dollars (\$75,000)

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IF YOU PLAN TO SECURE AGAINST ENTRY

Provide a detailed narrative for why your property will remain unoccupied, your personal goals for the property, and your plan to secure the property against entry. You must also include how you plan to comply with property maintenance standards (Chapter 1507.10) and the following items below.

- A plan for fire alarms and fire protection, as required by all applicable State and City regulations.
- A plan of action to remedy any declared public nuisance or code violations existing on the property.
- A comprehensive lighting plan for the exterior of any buildings and structures on the property.
- A regular maintenance plan for exterior lighting and illumination fixtures.
- A detailed plan to secure and maintain all structural openings (windows, doors, areaways etc.)

NOTARY

I, _____, hereby acknowledge that the information provided above is complete and accurate. I have read and understand Chapter 1507 of the City of Hamilton's Codified Ordinances for owning a vacant residential, commercial and industrial property in the City of Hamilton and agree to comply with these requirements. In accordance with this Ordinance, I agree to notify any future owner of this vacant building registrations.

Applicant's Signature: _____ Date: _____

Subscribed and duly sworn before me according to the law, by above named application this day _____ in the City of _____, State of _____.

Notary Signature
