

CITY OF NORTH CHICAGO
Economic & Community Development Department
1850 Lewis Avenue, North Chicago, IL. 60064
847-596-8650

VACANT BUILDING REGISTRATION FORM

Dear Property Owner:

Pursuant to Title 12, Chapter 12-4 of the City Code, within ten (10) days of a building becoming vacant, as defined herein, the owner of the building shall do the following:

- 1) Apply for a Vacant Building Registration Certificate.
- 2) Pay the annual registration fee of **\$600.00; First Renewal \$900; Subsequent Renewals \$1,200**
- 3) Make the structure available for interior inspection at the request of City Building Inspectors.
- 4) Complete the attached "Statement of Intent" and "Property Maintenance Plan."
- 5) Submit a copy of the required liability insurance.

Any person found to be in violation of any provision of this article shall be subject to a fine of not less than two hundred fifty dollars (\$250.00) and not more than seven hundred fifty dollars (\$750.00) for each offense. Every day that a violation continues shall constitute a separate and distinct offense.

VACANT BUILDING INFORMATION

Date of Vacant Determination (internal use only):	_____
Date Applied:	_____
Expiration Date (internal use only):	_____
Vacant Building Address:	_____
Permanent Real Estate Index Number (PIN):	_____
Primary Use of Building:	_____
Number of Units in Building:	_____

CONTACT INFORMATION – PROPERTY MANAGEMENT

Company Name:	_____
Contact Name:	_____
Address:	_____
Phone Number:	_____
E-Mail Address:	_____

Agreement: _____ **I agree to accept notifications via e-mail.**

Initial Here

OWNERSHIP INFORMATION: (Check all that apply)

Individual Owned

Name: _____

Address: _____

City, State, & Zip Code: _____

Day Time Phone: _____

Emergency Phone: _____

E-Mail Address: _____

Agreement: _____ **I agree to accept notifications via e-mail.**

Initial Here

Corporation / LLC

Company Name: As registered with the Illinois Secretary of State: _____

Submit a current copy of the "Certificate of Good Standing".

Address: _____

City, State, & Zip Code: _____

Day Time Phone: _____

Emergency Phone: _____

Registered Agent: _____

E-Mail Address: _____

Agreement: _____ **I agree to accept notifications via e-mail.**

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Trust Trust Number: _____

Submit a copy of the Trust, listing all beneficiaries and contact information

Land Trust Trust Number: _____

Trustee Bank Name: _____

Address: _____

City, State, & Zip Code: _____

Day Time Phone: _____

Emergency Phone: _____

E-Mail Address: _____

Agreement: _____ **I agree to accept notifications via e-mail.**

Initial Here

MORTGAGE INFORMATION:

Institution Name: _____
Address: _____
City, State, & Zip: _____
Phone: _____
Account Number: _____

INSURANCE COMPANY:

Company Name: _____
Contact Name: _____
Address: _____
City, State, & Zip: _____
Emergency Number: _____ Amount of Coverage \$ _____

By affixing my signature to this form, I understand that the City will not issue Real Estate Transfer Stamps until City Inspectors have first conducted an interior inspection of the property for code compliance. I accept service by "Notice of Posting" on the property. The owner shall allow for an interior and exterior code compliance inspection upon the request of City Building Officials within (5) days of the request.

I hereby certify that I have examined this Vacant Building Registration Form and that to the best of my knowledge and belief, it is true, accurate, and complete.

Signature

Date

Printed Name

OFFICE USE ONLY
DATE RECEIVED: _____
DATE OF INITIAL INSPECTION SCHEDULED FOR: _____

I, _____, have read & understand my responsibilities as a property owner with the City of North Chicago.

Standards: A vacant building shall be subject to the following vacant building maintenance standards in addition to the applicable provisions of the International Property Maintenance Codes and the applicable building and zoning ordinances of the City of North Chicago.

Grass shall be maintained no higher than (5) inches and no clumping of grass clippings shall remain after the cutting. All noxious weeds shall be prohibited.

Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).

Walkways shall be safe for pedestrian travel. All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions; snow and ice shall be removed.

- Building Openings: Doors, windows, areaways and other openings shall be weather tight and secure against entry by animals and persons. Missing or broken doors and windows shall either be replaced or securely covered with plywood that is tightly fitted and secured to the openings. When weather permits, plywood coverings are to be painted with a color complimentary to the exterior color of the building.
- Roofs: The roof, flashings, soffit and fascia are to be sound and weather tight, preventing the entrance of moisture, animals and vermin to the interior of the building.
- Drainage: The building storm drainage system shall be functional and installed in a manner consistent with city ordinances. IPMC 302.2 All premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.
- Building: The building shall be maintained in good repair, not in violation of city ordinances, structurally sound and free from debris, rubbish and garbage. The building shall not pose a threat to the public health and safety.
- Structural Members: The structural members shall be free of deterioration and capable of safely bearing imposed dead and live loads.
- Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
- Foundation Walls: The foundation walls shall be structurally sound and in a sanitary condition so as not to impose a threat to the health and safety of the general public.
- Exterior Walls: The exterior walls shall be free of holes, breaks and loose or rotting materials. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic application of protective material such as paint or other surface treatment.
- Decorative Features: The cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be safe, securely anchored and in good repair. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic application of protective material such as paint or other surface treatment.
- Overhanging Extensions: All balconies, canopies, marquees, signs, metal awnings, stairways, fire escapes, standpipes, exhaust ducts and similar features shall be in good repair, safe and securely anchored. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic application of protective material such as paint or other surface treatment.
- Chimneys and Towers: Chimneys, cooling towers, smokestacks and similar appurtenances shall be structurally safe and in good repair.
- Accessory and Appurtenant Structures: Accessory and appurtenant structures such as garages, sheds and fences shall not present safety, health or fire hazards and shall comply with city ordinances.

- ❑ Premises: The premises upon which the building is located shall be maintained clean, safe and sanitary. It shall be free from waste, rubbish, debris or excessive vegetation in compliance with city ordinances and shall not pose a threat to the public health and safety.
- ❑ Rodent Harborage: All structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes which will not be injurious to human health. After extermination, proper precautions shall be taken to eliminate rodent harborage and prevent re-infestation.
- ❑ Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water.
- ❑ All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair. 302.7 Accessory structures.
- ❑ Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth. IPMC 302.8 Motor Vehicles
- ❑ No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti. It shall be the responsibility of the owner to restore said surface to an approved state of maintenance and repair.
- ❑ Swimming pools shall be maintained in a clean and sanitary condition, and in good repair. **All enclosures** shall be code compliant.

12-12-10: - ENFORCEMENT AND PENALTIES:

a.

Any person found to be in violation of any provision of this article shall be subject to a fine of not less than two hundred fifty dollars (\$250.00) and not more than seven hundred fifty dollars (\$750.00) for each offense. Every day that a violation continues shall constitute a separate and distinct offense.

b.

The amount of any fine issued under this chapter, the cost of boarding and enclosing, grass cutting, or removal and demolition by the Director of Economic & Community Development, and the cost of bringing the abatement proceedings under this section, including inspector and attorney fees, shall be recoverable from the owner or owners and shall be a lien on the property upon which the building or structure is or was located and shall also be enforceable against any person against whom the order issues as provided by law. The Director of Economic & Community Development, in consultation with corporate counsel, upon showing of good cause, may waive any lien created under this chapter. No license shall be issued relating to the property subject to such lien until the lien is satisfied or the lien is waived. Nothing in this section shall prevent the city from seeking other remedies for code violations through the use of any other administrative procedure or court proceedings, including the imposition of fines for violations of the building or other city codes.

(Ord. No. 2011-116, § 1, 4-4-2011)



VACANT BUILDING LETTER OF INTENT & MAINTENANCE PLAN

PROPERTY ADDRESS: _____

STATEMENT OF INTENT:

- 1) What is the expected period of vacancy for the property? _____
- 2) What is the plan for regular maintenance during the vacancy to comply with all applicable property maintenance, building, zoning codes and standards of the City of North Chicago? Who is performing exterior maintenance?

Contact information for exterior maintenance (phone, email, address) _____

How often will exterior maintenance be performed? Weekly Bi-Weekly Monthly Other

- 3) What is your long-term plan for the property?
 Sell Rent Owner-Occupy Donate Demolish Undecided Other _____

- 4) Provide timeline for the lawful occupancy, rehabilitation, removal or demolition of the building? How long will it take to get the property ready for occupancy or disposition? _____

- 5) What measures are you taking to ensure that the structure will be kept weather tight and secure from trespassers and that it will be safe for entry by police officers, firefighters and building inspectors in times of exigent circumstances or emergency as well as at times of reasonable inspection as provided in Section 12-12-4(a) above?

- 6) What measures are you taking to ensure that the premises remain free from nuisance conditions and in good order in conformance with the vacant building maintenance standards? _____

- 7) Please list all persons authorized to be present in the building and provide notices of trespass to the police authorizing the arrest for trespass of individuals not on the list. The owner shall update the authorized person list as needed. _____

Owner/Authorized Agent/Responsible Party

PRINT NAME

SIGNATURE

SIGNATURE

DATE

DATE