



BOROUGH OF CRAFTON

Vacant Property Registration Form

TYPE OF PROPERTY:

COMMERCIAL

RESIDENTIAL

STATUS:

REMAIN VACANT

REHABILITATE FOR SALE

RETURN TO OCCUPANCY/ USE

DEMOLISH

OTHER

PROPERTY ADDRESS/LOCATION:

(Street No., Street Name, Apartment No.) LOT/BLOCK: _____ - _____ - _____

DATE OF VACANCY: ___/___/___ **VACANT PROPERTY PLAN ATTACHED**

UTILITIES IN USE: WATER GAS ELECTRIC

PROPERTY OWNER(S) :

BUSINESS NAME (IF APPLICABLE)

PHONE: _____ - _____ - _____ EMERGENCY PHONE: _____ - _____ - _____

EMAIL: _____

MAILING ADDRESS: _____

PROPERTY MANAGER/ OWNERS AGENT (REQUIRED FOR ANY OWNER PROVIDING AN ADDRESS 40 MILES OR MORE FROM PROPERTY):

BUSINESS NAME (IF APPLICABLE)

PHONE: _____ - _____ - _____ EMERGENCY PHONE: _____ - _____ - _____

EMAIL: _____

MAILING ADDRESS: _____

The information provided on this registration is true and correct:

Signature (Owner Agent) DATE: _____/_____/_____

If the owner/agent wishes to board up the property please fill out a Boarding Permit Application and submit separately with fee attached

Borough Official Use Only

Certificate Fee's

Paid by: Cash / Check # _____ \$ _____

Zoning District: _____

Comments: _____



BOROUGH OF CRAFTON

Vacant Property Plan Checklist

Please see checklist below and submit appropriate plan along with vacancy registration

- If the property is to be demolished the record owner must submit a **demolition plan** which includes the following:
 1. A time frame for completion of demolition
 2. An amount placed into escrow as required to secure a demolition permit
- If the property is to remain vacant the record owner must submit a **vacancy plan** which includes the following:
 1. Plan for securing the building in accordance with 108.2 of the International Property Maintenance Code within 30 days of filing
 2. Plan for maintaining property in accordance with 301.3 of the International Property Maintenance Code
 3. Statement of reasons for leaving the property vacant
 4. An amount placed into escrow equal to the amount required by the Borough to obtain a demolition permit
- If the property is to be rehabilitated and/or returned to use, the record owner or their agent shall file a **return to occupancy plan** which includes the following:
 1. A time frame for completion of rehabilitation
 2. An amount placed in escrow equal to the amount required by the Borough to obtain a demolition permit

It is the responsibility of the record owner to ensure all laws and codes are complied with. Failure of the record owner to comply with all applicable laws and codes shall result in immediate revocation of the plan, and the record owner shall be subject to any and all applicable penalties provided by law.

Any change in the information provided shall be reported to the code officer in writing within 30 days of owner making/becoming aware of changes.

Any changes to the plans or timetables submitted must be submitted to the code officer and approved by the code officer.

Please see the entirety of Ordinance 167 Vacant Property for reference .