

**TOWN OF GLENVILLE**  
**Building Department**  
18 Glenridge Road, NY 12302-4518  
(518) 688-1200, Option #8 – Fax (518) 384-0140  
www.townofglenville.org

**VACANT BUILDING  
REGISTRATION APPLICATION**

***Please contact the Building Department at 518-688-1200, Ext 8  
Prior to submitting this application***

Address of vacant property \_\_\_\_\_

Tax map ID# \_\_\_\_\_

**1. Description of the premises:**

Residential   or   Commercial   (circle one)

Square Footage of building: \_\_\_\_\_

Number of stories: \_\_\_\_\_

Age of building: \_\_\_\_\_

Last use of building: \_\_\_\_\_

Other pertinent information: \_\_\_\_\_

**2. Names, addresses and phone numbers of all owners.** If the owner is a corporation, limited liability, company, or partnership, the address for each director, manager, or partner, as the case may be. The address(es) must include a street address; a post office is not acceptable:

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**3. Name, address and phone number for property management.** The address must include a street address; a post office box is not acceptable.

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4. **Names, addresses and phone numbers of all lienholders and all other parties with an ownership interest in the building.** Each address must include a street address; a post office box is not acceptable:

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5. **Name, address and telephone number where a responsible natural person (not a corporation, limited liability company or partnership) can be reached at all times during business and non-business hours:**

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**6. A vacant building plan. (select one)**

- a. Building is scheduled to be demolished on \_\_\_\_\_.
- b. Building will remain vacant. \_\_\_\_\_
  - i. A plan for securing and maintaining the building must be provided. Also required is a statement as to why this building will remain vacant.
- c. Building will be rehabilitated \_\_\_\_\_
  - i. A rehabilitation plan to include a timetable not exceeding 365 days and progress benchmarks not exceeding 3 month intervals must be included.

**7. Required fee payable to Town of Glenville**

**1 & 2 family dwelling:**

1 <sup>st</sup> year	\$100
2 <sup>nd</sup> year	\$200
3 <sup>rd</sup> year	\$300
4 <sup>th</sup> year	\$400
5 <sup>th</sup> year	\$500
Each year after 5	\$500

**Multi-Family & Commercial:**

Contact Building Dept for fee schedule.