

VACANT PROPERTY REGISTRATION

Annual registration is required, renewable each year on anniversary date of filing. Registration fees are due at time of application

This registration is to be completed in full by those who own a building and/or nuisance lot that is or has been recognized "vacant" pursuant to Ordinance 15.24 of the Keokuk Municipal Code. Registration does not exonerate the owner from compliance with all applicable codes and ordinances. The full Vacant Property Registry Code can be found at <http://www.cityofkeokuk.org/vacant-property-registry-code/>

PLEASE FILL OUT THIS APPLICATION COMPLETELY - TYPE OR PRINT

PROPERTY INFORMATION

Vacant Property Address: _____ Parcel ID: _____

Date Vacant: _____

Use: Residential Commercial Industrial Vacant Lot

PROPERTY OWNER INFORMATION

FULL NAME(S) OF INDIVIDUAL(S), CORPORATION, ESTATE, PARTNERSHIP, ETC.

Legal Owner(s) Full Name: _____

Company Name (if applicable): _____

Full Address of Legal Owner(s): _____

Phone Number(s): _____

Email(s) _____

*IF OWNER DOES NOT RESIDE WITHIN FIFTY (50) MILES OF THE CITY OF KEOKUK A PROPERTY MANAGER/AGENT WHO IS AVAILABLE FOR SERVICE IS REQUIRED

Name of Property Manager/agent: _____

Company Name (if applicable): _____

Property Manager/Agent Address _____

Phone Number _____ Email Address _____

VACANT PROPERTY REGISTRATION

REQUIRED SUBMITTALS (PLEASE ATTACH)

PROOF OF INSURANCE COVERAGE FOR THE PROPERTY INCLUDING THE FOLLOWING MINIMUM AMOUNTS.

- a. \$300,000 in general liability, and
- b. Property insurance coverage that covers damage and/or loss for all structures totaling two (2) times the current assessed value with a minimum coverage of \$30,000 for residential properties and \$75,000 for commercial/industrial; or
- c. If insurance is not able to be obtained any uninsured property shall be secured by filing a financial surety instrument in the form of an escrow account, bank letter of credit or other equally acceptable financial instrument as determined by the City Administrator. The amount of the financial surety instrument shall be equal to the cost of two (2) times the current assessed value with a minimum coverage of \$30,000 for residential property and \$75,000 for commercial property.

ACTION PLAN

Proposed written plans submitted for the property and corresponding timeline for action. This may include any new construction, redevelopment, rehabilitation, or demolition plans for the property.

REGISTRATION FEE

- Initial - \$200 2nd year - \$400 3rd year - \$800 4th year - \$1,600 5th & subsequent years - \$3,200

ACKNOWLEDGEMENT

I hereby acknowledge that as the owner/agent of the above-mentioned vacant property that:

- Grass, and weeds shall not exceed a height of ten (10") inches and have a plan to comply with this requirement.
- Snow/ice shall be removed from the public sidewalks within twenty-four (24) hours of snowfall and have a plan to comply with this requirement.
- Understand that the City is authorized to inspect and access the entire property for compliance.
- I am aware of and understand the vacant property standards, Section 15.24.050, that are provided on the following page.

CERTIFICATION

Dated this _____ day of _____, 20_____

I (we) certify that the information contained in this application is true to the best of my (our) knowledge.

 Owner or Authorized Representative

 Title

FOR OFFICIAL USE ONLY

Filing Date: _____

Registration Fee Received: Yes No
 Action Plan Submitted: Yes No

 City Official

 Date Received

VACANT PROPERTY REGISTRATION

VACANT PROPERTY STANDARDS

All vacant properties subject to registration shall adequately protect the building from intrusion by trespassers and pests, and from deterioration by the weather. The buildings must also comply with the following standards:

Building Openings. Doors, windows, and other openings shall be weathertight and secured against entry by birds, vermin and trespassers. Missing or broken glass in doors, windows and other such openings shall be secured within forty-eight (48) hours. All first floor or ground level windows, doors and openings shall be free of any posters, paper or non-traditional fabric coverings including but not limited to blankets, sheets, towels, etc.

Waste Removal. All waste, debris, rubbish, and garbage shall be removed from the exterior of the property and from areas visible from the public right-of-way such as porches, carports, or other open areas.

Roofs. The roof and flashings shall be sound and tight, not admit moisture, or have defects which might admit moisture, rain, or roof draining and shall allow for sufficient drainage to prevent dampness or deterioration in the interior of the building.

Building Structure. The building shall be maintained in good repair and structurally sound. The building shall be maintained in a sanitary manner and in a manner that does not pose a threat to the public health, safety, and welfare.

Structural Members. The structural members shall be free of deterioration and capable of safely bearing imposed dead and live loads.

Foundation Walls. The foundation walls shall be maintained structurally sound and in a sanitary condition so as not to pose a threat to the public health, safety, and welfare, shall be capable of supporting the load which normal use may cause to be placed thereon, and shall be free from open cracks and breaks, free from leaks, and be vermin proof.

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 applications of weather-coating materials, such as paint or similar surface treatment.

Decorative Features. The cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be safe, anchored and in good repair. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials, such as paint or similar 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, anchored, safe and sound. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials, such as paint or similar surface treatment.

Appurtenance. Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof shall be of sufficient strength or stability, and anchored so as to be capable of resisting wind pressure of one-half (1/2) of that specified in the building code for new buildings of similar structure, purpose or location without exceeding the working stresses permitted in the building code for such buildings.

Chimneys and Towers. Chimneys, cooling towers, smokestacks and similar appurtenances shall be structurally safe and in good repair. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials, such as paint or similar surface treatment.

Walkways. Public walkways shall be in good repair, shall be safe for pedestrian travel, and shall be free of snow and ice. Snow and ice removal shall be completed within twenty-four (24) hours of a snowfall.

Accessory Building/Structures. Accessory buildings and structures such as garages, sheds and fences shall be free from safety, health and fire hazards; and shall comply with these Vacant Building Standards.

Exterior Premises. The surrounding premises upon which the structure or building is located shall be clean, safe, sanitary, free from waste, rubbish, garbage, excessive vegetation, shall not be used for exterior storage, and shall not pose a threat to public health, welfare or safety.