

TOWN OF PITTSFORD

GUIDELINES & APPLICATION

PROPERTY MAINTENANCE COMPANY

REGISTRATION FORM

Code Enforcement Office - 11 S. Main Street – Pittsford, 14534 – 248-6250

The Town of Pittsford has established by Local Law a program to identify and register vacant buildings and those maintaining the property. Any person, corporation, Limited Liability Company or partnership responsible for maintaining a Vacant Building and/or the property surrounding the Vacant Building on behalf of any Owner or entity in control of the property shall register with the Code Enforcement Office not later than 30 days after commencing such maintenance responsibilities or not later than 30 days after being notified by a Code Enforcement Officer of the requirements to register.

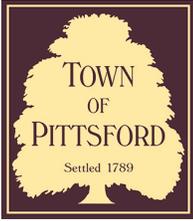
The requirements set out in this packet for the application to the Code Enforcement Office are not to be considered all-inclusive. Depending on the nature and condition of a particular situation, it is the prerogative of the Code Enforcement Office to request more information of the registrant.

A complete registration shall be filed with the Code Enforcement Office of the Town of Pittsford. A registration will not be accepted until all required information has been deemed to be complete and accurate.

The registrant shall, on an on-going basis, immediately advise the Code Enforcement Office of any changes to the information provided in the registration.

Registrants are required to register all properties which are being maintained by them and to advise the Code Enforcement Office of all additions to and/or deletions from the Vacant Buildings being maintained by the registrant.

The registration requirements for Vacant Buildings, as well as the Town's building and property maintenance requirements, are fully set forth in "Chapter 66 – Buildings and Property Maintenance" of the Pittsford Town Code. The provisions of Chapter 66 are available through the Code Enforcement Office and on the Town's website.



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PROPERTY ADDRESS: _____

REGISTRANT INFORMATION:

NAME: _____

ADDRESS: _____

The address must include a street address; a post office box is not acceptable.

PHONE: _____

RESPONSIBLE PARTY:

If a Registrant is a corporation, Limited Liability Company or partnership, the address for a director, manager, or partner, as the case may be, shall be provided.

NAME: _____

ADDRESS: _____

The address must include a street address; a post office box is not acceptable.

PHONE: _____

RESPONSIBLE PARTY:

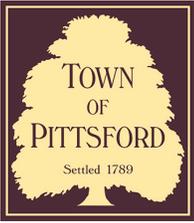
A name, address, and telephone number of a responsible actual person who can be reached at all times during business and non-business hours.

NAME: _____

ADDRESS: _____

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PHONE: _____



TOWN OF PITTSFORD PROPERTY MAINTENANCE COMPANY REGISTRATION FORM

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PERSON OR ENTITY FOR WHOM THE REGISTRANT MAINTAINS THE PROPERTY:

RESPONSIBLE PARTY:

NAME: _____

ADDRESS: _____
The address must include a street address; a post office box is not acceptable.

PHONE: _____

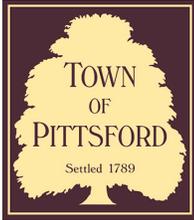
RESPONSIBLE PARTY:

If a the property is maintained for a corporation, Limited Liability Company or partnership, the address for a director, manager, or partner, as the case may be, shall be provided.

NAME: _____

ADDRESS: _____
The address must include a street address; a post office box is not acceptable.

PHONE: _____



TOWN OF PITTSFORD

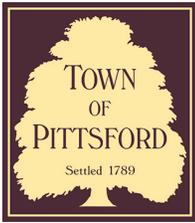
VACANT BUILDING / PROPERTY MAINTENANCE STANDARDS

Code Enforcement Office - 11 S. Main Street – Pittsford, 14534 – 248-6250

The provisions of Pittsford Town Code §66-8 require that Vacant Buildings and their surrounding property remain appropriately maintained so that they are safe and secure and do not present a hazard to adjoining properties or the public.

The exterior of a Vacant Building is to be maintained, as follows:

1. Exterior walls, including foundations, shall be maintained so that water does not penetrate into basements, cellars, or other interior areas. All exterior walls and foundations must be free of holes and crevices.
2. Exterior doors, windows, skylights and similar openings shall be maintained secured and weather tight.
3. Exterior stairs, porches, entrance platforms, fire escapes and the railings thereon shall be maintained in a safe and sound condition.
4. Roofs shall be maintained in a weather tight condition, either with normal roofing material or other materials that are reasonably visually compatible with the existing roofing material and not unsightly.
5. Roof drains, gutters and down spouts shall be maintained in good repair and free from obstructions.
6. Exterior surfaces shall be maintained in good condition. Surfaces not inherently resistant to deterioration shall be treated with a protective coating of paint or other suitable preservative. There shall not be excessive flaking, peeling or chipping of any protective coating.
7. The coverings for windows and doors with glass may not consist of any substance sprayed onto the glass doors or windows. All enclosures shall be properly fitted and be of such material and surface that they are neither unsightly nor will materially detract from the general appearance of the building or the neighborhood and, when possible, secured by normal means.
8. The covering for broken doors and cracked or broken windows may consist of replacement glass, Plexiglas, boards, plywood or similar materials finished and maintained in a manner recommended and approved by the Enforcement Officer. The materials will be designed and of such color to blend in with the finish of the building.
9. Windows that are not cracked or broken may be covered with interior blinds, curtains, shades, or decorative paper.



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The property surrounding a Vacant Building is to be maintained as follows:

1. There shall be no accumulation of garbage, refuse or debris.
2. The property shall be maintained free of insects, vermin and rodent harborage and infestation.
3. Junk vehicles, equipment, materials or personal property shall not be stored on the property.
4. If the Vacant Building is to remain vacant for more than 30 days, all fuel gas, water, and utilities shall be disconnected at the mains and water pipes drained and winterized. Prior to such disconnections, the Vacant Building shall be heated to avoid freezing pipes; fuel gas pipe systems shall be maintained in gastight, safe and operative condition; and water pipes shall be maintained to avoid leaks and/or breakage.
5. Fuel tanks shall be maintained so as not to be a hazard or be discontinued in a manner consistent with the Uniform Code.
6. Swimming pools shall be maintained in a clean and sanitary condition, in good repair and properly fenced and secured.
7. Yards shall be trimmed and mowed, with the height of grass and weeds being no more than 6 inches, and with all dead, damaged or diseased trees or shrubs, or any portion thereof, removed or replaced.