

# Vacant Building Registration Form

Village of Peotone  
208 East Main Street  
P.O. Box 430  
Peotone, IL 60468  
Phone: 708-258-3151



Pursuant to Article VII, Section 7 - ORDINANCE NO. 21-03 – Chapter 155 of the Village Code of The Village of Peotone, the owner or authorized agent of any building shall, within **30 days** after a building becomes vacant, apply for a **vacant building registration certificate** with the Village Administrator, and each year thereafter by filing a **Vacant Building Registration Form**.

- An annual, non-prorated, non-refundable **\$75.00 Registration Fee** shall be required at the time of registration for each vacant building. And a **\$50 RENEWAL FEE**
- Evidence of current/appropriate insurance. Any changes **MUST** be reported to administrator within **30 days**. Must cover third party liability, min. \$250,000 for residential units and min. \$1,000,000 for any other building.
- Owner or authorized agent who is a min. 21yrs of age shall either reside in or maintain an office within Will County, IL
- **If Owner does not register**, notices will be posted at the building. If a building or lot is registered for the first time following a citation for a violation, the initial base registration fee shall be increased to \$150.
- Owner shall provide access to the administrator / designee upon reasonable notice, to conduct an exterior or interior inspection. **Inspection fee** shall be \$50 & **Reinspection fee** is \$25.
- Owner shall **post a sign** indicating the name, address, and telephone number of the owner and of a person responsible for day-to-day supervision and management.

Initial Registration for year \_\_\_\_\_  Renewal Registration for year \_\_\_\_\_  
Registration to be filed annually for each vacant building. Any changes to this registration must be reported within 30 days.

Vacant Building Address: _____
Parcel Identification Number: _____
Owner Name: _____
Principal Owner of Corporation or LLC: _____
Address (No P.O. Box Numbers): _____
City/State/Zip _____
Phone: Home _____ Cell _____ Work _____
Owner Name: _____
Principal Owner of Corporation or LLC: _____
Address (No P.O. Box Numbers): _____
City/State/Zip _____
Phone: Home _____ Cell _____ Work _____

If there are additional owners, please list on the reverse of this sheet and provide the information as set forth above for each additional owner.

Registered Agent Name: _____
Company: _____
Address: _____
City/State/Zip _____
Phone: Daytime: _____ Emergency: _____

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. I am aware that failure to provide suitable evidence of adequate insurance or submittal of an incomplete or inaccurate form shall be deemed NOT to satisfy the requirements of Article VII, Section 7 of the Village Code of the Village of Peotone.

Signature of:  Owner  Agent \_\_\_\_\_ Date \_\_\_\_\_

# Vacant Building Registration Form

## Vacant Building Maintenance Standards.

- NOTE:** · Building should be up to *compliance within 14 days* of obtaining a vacant building registration certificate.
- Within *14 days* of the vacant building registration certificate, *complete removal* of all: · Combustible materials, Interior waste, rubbish or debris · Waste rubbish, debris or excessive vegetation surrounding vacant building.
  - Owner has obligations throughout the time of vacancy.
  - The mortgagee of residential bldg., which is not registered shall, within 30 days after becoming vacant or 60 days after default, shall have all obligations of an owner.
  - All parties are responsible.
  - The registration or non-registration of a vacant building does not preclude the Village from demolishing, repairing, or otherwise enforcing any other provision.

### The lot and the surrounding public way shall be maintained as follows:

- Must be appropriately landscaped: grading to prevent water run-off on adjacent properties, 4” topsoil, and grass.
- Grass and weeds below 8”. Dead trees shrubbery etc., removed · No liter · No rodent harborage · No water accumulation · Fence shall be maintained · No snow or ice which would impede access. · Demolished bldg. with no permit shall be acceptable to the administrator. No vacant land shall be fenced.
- Utilities must be terminated.

### The following Exterior items shall be enclosed, secured, and maintained.

- Structure openings · Roofs · Drainage · Structure · Structural Members · Foundation Wall · Exterior Walls · Decorative Features · Overhanging · Chimneys and Towers. · All openings shall be secured or barricaded to prevent unauthorized person.

### Interior shall be maintained.

- No liter · Foundation shall be safe · Plumbing shall be maintained · Exit door shall be secured with lock · No rodents or insects. · All openings shall be secured or barricaded to prevent unauthorized person.

### Vacant Land Maintenance.

- Must be appropriately landscaped: grading to prevent water run-off on adjacent properties, 4” topsoil, and grass.
- Demolished bldg. with no permit shall be acceptable to the administrator. No vacant land shall be fenced.
- Utilities must be terminated.

### ENFORCEMENT AND PENALTIES.

- (A) Any person in violation shall be fined a min \$100 and up to \$750
- (B) Any violation may be subject to removal or abatement.
- (C) Village may seek injunctive relief.

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~FOR OFFICE USE ONLY~

<input type="checkbox"/> \$75 registration fee <input type="checkbox"/> \$50 renewal fee <input type="checkbox"/> Liability Insurance <input type="checkbox"/> Signage given to applicant Application processed by:  _____	REGISTRATION RECEIVED:
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