



DEPARTMENT OF BUILDINGS
INCORPORATED VILLAGE OF GARDEN CITY
VILLAGE HALL
351 STEWART AVENUE
GARDEN CITY, NY 11530
516-465-4040(O) – 516-742-5377 (F)
DOB@GARDENCITYNY.NET

Vacant Property Registry	
Office Use Only	
Application #	
Permit #	
Fee Collected	\$

Vacant / Abandoned / Foreclosed Property Registration Form (Please Print or Type)

Property Address: _____ **Map** _____ **Block** _____ **Lot** _____

Property Owner (If owner is a corporation, partnership, or LLC, include all directors, managers, or partners. PO Box not acceptable)

Name: _____

Address: _____

Telephone Number: _____ **Email Address:** _____

Owner # 2

Name: _____

Address: _____

Owner # 3

Name: _____

Address: _____

Lender / Lien Holder / Mortgage Company / Trustee:

Name: _____

Address: _____

Telephone Number: _____ **Email Address:** _____

Lender / Lien Holder / Mortgage Company / Trustee:

Name: _____

Address: _____

Telephone Number: _____ **Email Address:** _____

Responsible Party for Property (Must be available to be reached at all times during business and non-business hours)

Name: _____

Telephone Number: _____ **Email Address:** _____

VACANT BUILDING PLAN MUST BE INCLUDED WITH APPLICATION



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Vacant Building Plan:

Not required for Foreclosed Properties.

Demolition

If a building is to be demolished, a demolition plan indicating the proposed time frame for demolition and the proposed time frame for any necessary permitting through the Village.

Timeframe of Demolition: _____ to _____

Timeframe of ADRB Approval and Demolition Permit: _____ to _____

Remain Vacant

If a building is to remain vacant, a plan for securing the building in accordance with Article III of Chapter 71 of the Village Code and/or the New York State Uniform Code, if applicable, along with the procedure that will be used to monitor and maintain the property in accordance with Article III, and a statement of the reasons why the building will be left vacant.

Statement of why building will be left Vacant:

Returned to Proper Use

If the building is to be returned to appropriate occupancy or use, rehabilitation plans for the property. The rehabilitation plan shall not exceed 365 days, unless the Building Inspector grants an extension upon receipt of a written statement from the owner detailing the reasons for the extension. If no building permit has been applied for within the 365 days, the Building Inspector will send written notification to the owner of the lack of compliance with this section. The owner will be required to file an extension with a revised rehabilitation plan and reasons for noncompliance. Any repairs, improvements or alterations to the property must comply with any applicable zoning, housing, or building codes and must be secured in accordance with Article III of Chapter 71 of the Village Code, if applicable, during the rehabilitation.

Tentative Date of Return to Proper Use _____

I certify that all information is true and accurate and subject to penalty for making a false statement subject to Penal Law §210.45.

Owner Signature

Date

Owner Name (Please Print)

Phone # of Owner