



2018 VACANT BUILDING REGISTRATION CHECKLIST

Please complete this checklist before submitting your Vacant Building Registration Form. It will help to ensure that the form is fully completed with required additional documentation included.

SUBJECT PROPERTY FORMS AND ATTACHMENTS

SUBJECT PROPERTY ADDRESS: _____

_____ Complete Registration Form

The following sections must be complete:

_____ Vacant Property Information

_____ Registrant Information including Plan of Action

_____ Plan of Action

_____ Signature of Owner or Property Manager

_____ Floor plan (if architectural drawing not available, floor plan can be hand drawn)

_____ Proof of liability insurance

FEES AND FEE WAIVERS

All Registrations must include a check or money order for the required Registration and Inspection Fees or a written request for a Fee Waiver.

_____ Registration Fee (\$500 + \$50 per each consecutive year of vacancy) *Effective January 31, 2019

If submitting a registration after the 90 day registration deadline, a \$50 late fee applies.

If applying for a fee waiver, please make sure to complete this part of the checklist.

_____ Select appropriate fee waiver type on page 4 of Registration Form

_____ Enclose signed letter requesting Fee Waiver and reason for the request

_____ Enclose supporting documentation for Fee Waiver request (for example, building permit, certificate of appropriateness, tax return, etc.)

Please call 903-784-9219 with any questions about completing the Registration Form.



2018 VACANT BUILDING REGISTRATION FORM

Instructions: Complete all relevant fields in this registration form. Return the registration form and payment of the inspection and registration fees to: **City of Paris | Office of Historic Preservation | P.O. Box 9037 | Paris, TX 75461-9037**. Please make check or money order payable to "City of Paris".

VACANT BUILDING INFORMATION

SUBJECT PROPERTY

Physical address of Subject Property:

City:	State:	Zip Code:
Number of Vacant Buildings:		Total Vacant Square Footage:
Last Date of Occupancy:		Single Family Property (Y/N):

REGISTRANT INFORMATION

OWNED BY INDIVIDUAL(S)

Name of First Property Owner:		Date of Birth:
Physical address of Owner:		
City:	State:	Zip Code:
Mailing address of Owner:		
City:	State:	Zip Code:
Home Phone:	Business Phone:	Email:
Name of Second Property Owner (if applicable):		Date of Birth:
Physical address of Second Property Owner:		
City:	State:	Zip Code:
Mailing Address of Second Owner:		
City:	State:	Zip Code:
Home Phone:	Business Phone:	Email:

List of Additional Property Owners:

OWNED BY CORPORATION, LIMITED PARTNERSHIP, LIMITED LIABILITY COMPANY, TRUST, ESTATE, OR OTHER LEGAL ENTITY

Name of Entity:		
Physical Address of Entity:		
City:	State:	Zip Code:
Mailing Address of Entity:		
City:	State:	Zip Code:
Phone:	Email:	
Name of Registered Agent/Trustee/Representative:		
Physical Address of Agent:		
City:	State:	Zip Code:
Phone:	Email:	
Mailing Address of Agent:		
City:	State:	Zip Code:
Phone:	Email:	

DESIGNATED LOCAL PROPERTY MANAGER

Name of Property Manager:		
Mailing Address of Property Manager:		
City:	State:	Zip Code:
Phone:	Email:	

VACANT PROPERTY INFORMATION

PLAN OF ACTION*

1.) Provide a **detailed timeline** for correcting all violations and a plan to meet the minimum standard of care for vacant properties as outlined in Chapter 7, Article IV, Sec. 7-87 of Paris's City Code.

Common violations of the maintenance standard of care include, but are not limited to, missing windows and doors, plywood on windows and doors, exterior walls and trim needing paint, exterior walls and trim needing repair due to damage or rot, etc. (**See attached Sec. 7-87 Standard of Care** for complete list of ordinance maintenance requirements for vacant properties.)

2.) Identify the measures that will be taken to maintain the property while it is vacant.

3.) Provide a detailed plan for how the vacant building will be rehabilitated and identify a future use for the property.

***This Plan of Action must be updated and delivered to the City of Paris every six (6) months.**

FEE WAIVER REQUEST

The following fee waivers may be applied to your registration if you meet one or more of these qualifications. Please check the fee waiver that you would like to apply for, include a written request for a fee waiver and attach any pertinent documentation to this registration form as evidence for the waiver.

- 1.) ___ Your property has been devastated by a catastrophe such as a fire or flood within the past 30 days.
- 2.) ___ The owner of the property is indigent.
- 3.) ___ You are a representative of a property owner who is deceased or no longer legally competent.
- 4.) ___ You have obtained a building permit and are progressing in an expedient manner to prepare the premises for occupancy.

****Fee Waivers granted by the City of Paris are only valid for the current calendar year.****

REQUIRED ATTACHMENTS

- 1.) Proof of liability insurance, no less than \$1,000,000, for the property or a surety bond for the value of the property, if insurance cannot be obtained. Said value shall be the appraised value as determined by the Lamar County Appraisal District.
- 2.) A complete floor plan of the property for use by first responders in the event of a fire or other catastrophic event.
- 3.) If applying for a fee waiver or extension, include a written letter requesting such and any applicable supporting documentation.

REGISTRATION & INSPECTION FEES

A check, money order or a written request for a qualified fee waiver must be submitted with this application. **Please make checks payable to City of Paris.**

Base Registration Fee		= \$ 500	
Annual Accrual	___ Yrs x \$50	= \$ _____	(\$50 per each year of vacancy)
Total Registration Fee		= \$ _____	

SIGNATURE

The undersigned hereby attests to the above information as accurate. Any falsification may result in the denial or revocation of registration for a vacant building.

Signature of Owner or Registered Agent

Date

Signature of Property Manager (if applicable)

Date

Section 7. Standard of care for vacant property. The standard of care, subject to approval by the city manager or his designee, shall include, but is not limited to:

- (a) Window, skylight and door. Every window, storefront, skylight and exterior door part, including but not limited to the frame, the trim, window screens and hardware shall be kept in sound condition and good repair. All broken or missing windows shall be replaced with glass and secured in a manner so as to prevent unauthorized entry. All broken or missing doors shall be replaced with appropriately sized doors which shall be secured to prevent unauthorized entry. All glass shall be maintained in sound condition and good repair. All exterior doors, door assemblies and hardware shall be maintained in good condition and secured. Locks at all exterior doors, exterior attic access, windows, or exterior hatchways shall tightly secure the opening. Windows and doors shall not be secured by plywood or other similar means mounted on the exterior except as a temporary securing measure, and the same shall be removed within a period of time designated by the city manager or his/her designee.
- (b) Structure. All structural members and foundation shall be maintained free from deterioration, and shall be capable of safely supporting the imposed loads.
- (c) Exterior walls. All exterior walls shall be kept in good condition and shall be free from holes, breaks, and loose or rotting materials. Exterior walls shall be maintained weatherproof and properly surface-coated where necessary to prevent deterioration.
- (d) Roof and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent accumulation, dampness or deterioration. Roof drains, gutters and downspouts shall be maintained in good repair, and operational.
- (e) Interior and exterior areas. The property must be kept free of junk, trash, debris and combustible materials.
- (f) Vegetation and landscaping. Shall be maintained in good and healthy condition.
- (g) Premises identification. The property shall have address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals and/or alphabet letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch.

- (h) Overhang extensions and awnings. Overhang extensions including, but not limited to canopies, marquees, signs, awnings, and fire escapes shall be maintained in good repair and be properly anchored and supported as to be kept in a sound and safe condition.
- (i) Stairways, decks, porches and balconies. Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage, and capable of supporting the imposed loads.
- (j) Handrails and guards. Every exterior handrail and guards shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
- (k) Protective treatment. Exterior surfaces, including but not limited to, doors, door and window frames, porches, balconies, decks and fences, shall be maintained in good condition, weathertight and in such condition so as to prevent the entry of rodents and other pests. All exposed surfaces subject to rust or corrosion, other than decay-resistant woods or surfaces designed for stabilization by oxidation, shall be protected from the elements and against decay or rust by periodic application of weather coating materials such as paint or similar surface treatment. All siding, cladding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and watertight.
- (l) Repairs. All repairs shall be subject to approval by the city. All required permits and final inspections prior to and/or following repairs shall be in accordance with applicable laws and rules.
- (m) Violation. Failure to maintain the vacant property to the standard of care specified by the city is a violation of this article.