

City of St. Clair Vacant Property Registration Form Date: _____

Building Department

1 Paul Parks Dr.

St. Clair, MO. 63077

(636)-629-0333 ext. 102

Fax (636) 629-6467

Fee: \$ 150.00

Incomplete applications will be rejected.

All properties vacant for more than ninety (90) days which are not listed as exceptions under Section 6-157 are required to be registered as vacant/abandoned properties at a cost of \$150.00 annually. All foreclosing properties, within thirty (30) days of initiation of the foreclosure process as defined in this Article, must be registered by the party initiating the foreclosure process on approved forms by the City. Inspections will be performed after the foreclosing party confirms the property is vacant. After receipt of the completed application, payment of the fee, and processing of the application; the owner or their authorized representative shall arrange a time for an inspection to be completed by the building inspector to determine the existing condition of the vacant property. The owner or authorized representative shall be present during such inspection

Sec. 6-157. Exceptions to Registration

6-157.1. The property is the subject of probate proceedings or its title is otherwise the subject of current litigation, not including foreclosure proceedings. This exception shall not be applicable for more than twenty-four (24) months without permission of the Building Inspector.

6-157.2. The property has been used as a second residence by a person entitled to possession for a period of at least three (3) months within the previous nine (9) months and the same person intends to resume residing at the property.

6-157.3. A property shall *not* be considered vacant which is being currently marketed by a licensed real estate professional hired by the former or current occupant of the property and to which water service has not been shut-off.

SECTION 1 – PROPERTY INFORMATION

Property address: _____ Property Identification Number: _____

Type of dwelling: (Circle One): House Duplex Mobile Home Apartment Condo

Property is: To be repaired (6 month permit and Action Plan) To be demolished (90 day permit)

Chapter 6 – BUILDINGS / ARTICLE IV. - ABATEMENT OF DANGEROUS BUILDINGS / Sec. 6-62. - Standards for repair, vacation or demolition.

(3) In any case where a dangerous building is 50 percent damaged or decayed, or deteriorated from its original value or structure, it shall be demolished, and in all cases where a building cannot be repaired so that it will no longer exist in violation of the terms of this article, it shall be demolished. In all cases where a dangerous building is a fire hazard existing or erected in violation of the terms of this article or any ordinance of the city or statute of the State of Missouri, it shall be demolished. (Ord. No. 952, § 102, 6-6-88)

All owners submitting demolition plans should address Asbestos and Lead Removal requirements with Department of Natural Resources and obtain the proper permits, if applicable, and ALL plans must include cleanup of the remaining lot.

SECTION 2 – OWNER/ OFFICER INFORMATION* If there are additional owners, use extra page*****

Company Name (if applicable) _____ Phone: _____

Owner/Officer Name: _____ Title (if applicable) _____

Address: _____ City: _____ State: _____ Zip: _____

Owner/Officer Name: _____ Title (if applicable) _____

Address: _____ City: _____ State: _____ Zip: _____

OWNER, OR AGENT BY SIGNING THIS APPLICATION AGREES TO SUBMIT AND ADHERE TO ALL REGULATIONS CONTAINED IN THE VACANT PROPERTY ORDINANCE OF THE CITY OF ST. CLAIR. OWNER ACKNOWLEDGES THAT ALL APPROPRIATE PERMITS WILL BE APPLIED FOR AND, ONCE ISSUED, OWNER OR AUTHORIZED AGENT WILL CALL FOR INSPECTION REQUIRED BY THE BUILDING INSPECTOR. OWNER, OR AGENT STATES THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE.

Signature: _____

Date: _____

Signature: _____

Date: _____

SECTION 3 – PROPERTY MANAGER or LOCAL AGENT (Within State of Missouri)

Company Name (if applicable): _____

Contact Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

SECTION 4–CONTRACTORS * If there are additional contractors, use extra page*****

Current Business License: yes no If no, business license must be attained before starting work.

Company Name (if applicable): _____

Contractor Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Current Business License: yes no If no, business license must be attained before starting work.

Company Name (if applicable): _____

Contractor Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Current Business License: yes no If no, business license must be attained before starting work.

Company Name (if applicable): _____

Contractor Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

SECTION 5-REPAIR PLANS

Date of Scheduled Inspection: _____

All owners of vacant buildings that are to be repaired are required to submit an action plan with a detailed timeline from start to finish extending not more than six (6) months with the costs assessments, and the proper permits to be attained to bring the property back to productive use. Plan must be submitted within thirty (30) days of the property owner’s receipt of the inspection report from the Building Inspector. All issues found by the Building Inspector should be addressed.

SECTION 6-PLAN REVIEW AND APPROVAL

The building inspector shall have the sole authority to order, approve, or reject a proposed rehabilitation plan or demolition plan. If the plan is rejected, the property owner shall be notified of the reason for rejection and shall have fourteen (14) days to submit an acceptable plan. If no plan is submitted, the plan is not followed, or the owner fails to submit an acceptable plan to the building inspector, the building shall be ordered demolished within ninety (90) days by the owner. Failure to demolish the building in ninety (90) days will result in the City demolishing the building and attaching a lien to the property.

SECTION 7-MAINTENANCE REQUIREMENTS FOR VACANT STRUCTURES

1. Owner shall adhere to all current ordinances regarding property maintenance, nuisance abatement, and upkeep of the property.
2. The Premises shall remain secure and locked. Broken windows and doors may be temporarily covered with boarding material in accordance with Appendix A. Boarding Standards, for a period no greater than ten (10) business days, while arrangements are made to replace the broken glass or broken parts of existing windows and doors. Otherwise, windows and doors must be maintained in good repair, weather tight, and not boarded up.
3. All mail, advertisements, and newspapers delivered to the property shall be removed from mailboxes, porches, and yards on a weekly basis and shall not be allowed to accumulate anywhere around the exterior of the property.