CITY OF SAN ANTONIO
OFFICE OF HISTORIC PRESERVATION

2016 VACANT PROPERTY REGISTRATION CHECKLIST

Please complete this checklist before submitting your Vacant Property 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:

_____ Registrant Information

_____ Vacant Property Information, including Plan of Action

_____ Signature of Owner or Property Manager

_____ Registration Fees OR Fee Waiver Request

_____ Trespass Affidavit (requires notarization)

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

_____ Proof of liability insurance (single family homes exempted)

FEES AND FEE WAIVERS

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

_____ Registration Fee ($250 for single family or $750 for non-single family)

_____ Inspection Fee ($50, plus an additional $0.01 per ft over 5,000 sq ft)

_____ Total Amount of Registration and Inspection Fees included (both are required)

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, tax return, etc.)

Please call 207-7999 or 207-7993 with any questions about completing the Registration Form.

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2016 VACANT PROPERTY REGISTRATION FORM

Instructions: Complete all relevant fields in this registration form and the enclosed trespass affidavit (affidavit must be notarized). Return the registration form, the trespass affidavit and payment of the inspection and registration fees to:
Office of Historic Preservation | P.O. Box 839966| San Antonio, TX 78283-3966.
Please make check or money order payable to "City of San Antonio".

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, LIMITED LIABILITY PARTNERSHIP		
Name of Entity:		
Physical Address of Entity:		
City:	State:	Zip Code:
Mailing Address of Entity:		
Phone:	Email:	
Name of Registered Agent:		
Mailing Address of Agent:		
City:	State:	Zip Code:
Phone:	Email:	

OWNED BY TRUST, ESTATE, or OTHER		
Name of Trust, Estate or Other:		
Name of Trustee or Representative:		
Physical Address of Trustee or Representative:		
City:	State:	Zip Code:
Mailing Address of Trustee or Representative:		
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		
SUBJECT PROPERTY		
Physical Address:		
City:	State:	Zip Code:
Number of Vacant Buildings:	Total Vacant Square Footage:	
Last Date of Occupancy:	Is it a Single-Family Property (Y/N):	
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 12, Article I, Sec. 12-6. of San Antonio's City Code (see attached Exhibit – Sec. *12-6 Standard of Care)*.		
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 San Antonio 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 San Antonio are only valid for twelve (12) months.**
REQUIRED ATTACHMENTS
1.) Proof of liability insurance, no less than $100,000, 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 Bexar County Appraisal District. ****This requirement is not applicable to single family residential structures****
2.) A complete floor plan of the property for use by first responders in the event of a fire or other catastrophic event.
3.) A "Criminal Trespass" affidavit from the San Antonio Police Department and visual proof (e.g. photograph) that "No Trespass" placards have been placed on the premises (see form enclosed).
4.) If applying for a fee waiver or extension, include a written letter requesting such and any applicable supporting documentation.

FINAL CONFIRMATION

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

Signature of Owner or Registered Agent	Date
Signature of Property Manager (if applicable)	Date

REGISTRATION & INSPECTION FEES

A check or a request for a qualified fee waiver must be submitted with this application. **Please make checks payable to *City of San Antonio.***

SINGLE FAMILY HOME	
Registration Fee	$250
Inspection Fee	$50 - plus an additional $0.01 per ft over 5,000 Sq ft
MULTIFAMILY/COMMERCIAL	
Registration Fee	$750
Inspection Fee	$50 - plus an additional $0.01 per ft over 5,000 Sq ft

Sec. 12-6. Standard of care for vacant property

(a) The standard of care, subject to approval by the Director, shall include, but is not limited to:

i. *Protective Treatment:* All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition, weather tight and in such condition so as to prevent the entry of rodents and other pests. All exposed wood or metal 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 surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. 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 water tight.

ii. *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 or alphabet letters. Numbers shall be a minimum of 4 inches (1 02mm) high with a minimum stroke width of0.5 inch (12.7mm). All buildings shall display a vacant building identification placard as required by the Director.

iii. *Structure:* All structural members and foundation shall be maintained free from deterioration, and shall be capable of safely supporting the imposed loads.

iv. *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.

v. *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, free from obstructions and operational.

vi. *Decorative Features:* All cornices, belt courses, corbels, applications, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

vii. *Overhang Extensions and Awnings:* All 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.

viii. *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.

ix. *Chimneys and Towers:* All chimneys, cooling towers, smoke stacks and similar appurtenances shall be maintained structurally safe and sound, and in good repair.

x. *Handrails and Guards:* Every exterior handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

xi. *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 new 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 Director.

xii. *Basement Hatchways and Vvindows:* Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water. Every basement window that is openable shall be supplied with rodent shields, storm windows or other approved protection against entry of rodents.

(b) All repairs shall be subject to approval by the Director. All required permits and final inspections prior to and/or following repairs shall be in accordance with applicable laws and rules. Historic properties and properties within designated Historic Districts are additionally subject to all applicable rules and regulations as codified in Section 35 of the Code.

(c) Failure to maintain the vacant property to the standard of care specified by the Department is a violation of this article.

TRESPASS AFFIDAVIT
(PRIVATE PROPERTY)

_____
(Date)

My name is _____ and I am the _____ of the
(Print Name) (Owner/Agent of Owner)

building located at _____ , San Antonio, TX _____ .
(Street Address) (Zip Code)

I hereby request and authorize the San Antonio Police Department to enter the premises at said location, and in my absence, to enforce all applicable trespass laws on my behalf in regard to the above referenced property.

I further request that, on my behalf, the San Antonio Police Department request all persons who are not customers, invitees, or employees, to immediately leave the property or be arrested pursuant to Section 30.05 of the Texas Penal Code. "NO TRESPASSING" signs have been posted throughout the property. In addition, I, or my designee, will cooperate fully in the prosecution of anyone who is arrested for a violation of any local or state law.

My address is _____ ,
(Street Address, City, State, Zip)

my phone number is _____ and my email is _____ .
(Area Code/Phone Number) (Email Address)

_____
(Signature)

Subscribed and sworn to by me on this _____ day of_____ 20 ___ to certify which witness my hand and seal of office.

_____
NOTARY PUBLIC IN AND FOR THE
STATE OF TEXAS