



Westworth Village

Vacant Building Registration

City of Westworth Village – Permits Department: 817-710-2506

311 Burton Hill Rd., Westworth Village, TX 76114

VACANT PROPERTY

Address: _____

Property Type: Residential Commercial

PROPERTY OWNER / CORPORATE OWNER REPRESENTATIVE

Name: _____

Company Name (if corporation owned): _____

Mailing Address: _____

Primary Email Address: _____

Secondary Email Address: _____

Primary Phone #: _____ Secondary Phone #: _____

Driver's License # _____ DL State _____ Copy of license attached (required)

DESIGNATED LOCAL RESPONSIBLE PARTY

An owner must designate the name(s) and contact information of at least one other responsible party (**must be different that the party listed above**) who can be contacted regarding immediate concerns and complaints from the public if the owner cannot be reached. The person(s) designated may be the owner or another individual(s). They must be able provide access to the building upon request.

Name: _____

Property Management Company (if applicable): _____

Mailing Address: _____

Primary Email Address: _____

Secondary Email Address: _____

Primary Phone #: _____ Secondary Phone #: _____

Driver's License # _____ DL State _____ Copy of license attached (required)

Permit Holder Agreement (Initial next to each statement and sign):

Initials Acknowledgements

_____ I hereby certify the foregoing to be correct to the best of my knowledge.

_____ I have read and understand the Vacant Buildings Ordinance **Article 3.10** (See back of document for summary terms).

_____ I agree to comply with the Vacant Buildings Ordinance and all applicable local, state, and federal laws.

_____ I agree that if any of the information provided on this form changes or is no longer applicable before the expiration of this registration, I will contact the city within 5 business days and provide the updated information.

_____ I understand that I am ultimately responsible for maintaining the property in compliance with city ordinance, therefore, I am financially responsible for any fees and/or fines that may be incurred as a result of code compliance violation citations and/or abatement actions taken by the city to bring the property into compliance.

_____ I authorized the city to criminally trespass any non-authorized party that is found on the premise of this vacant property without contacting myself or the local responsible party.

Signature

Date

Name (Print)

Article 3.10 – Vacant Buildings

Below is a summary of this article, however, it is the responsibility of the property owner to read the full ordinance prior to signing this application.

- Within thirty (30) days after the time that the building becomes a vacant building, the owner shall register that building by completing and filing with the city a registration form and remitting to the city the required registration fee as set forth in the currently adopted City Fee Schedule. Thereafter, the owner of the vacant building shall annually re-register their vacant building using the process outlined in this section.
- **For a registration to be considered for approval it must include:**
 - The street address of each vacant building
 - The floor plan
 - The name and address of each owner
 - The name and contact information of a designated local agent who can provide access to the building upon request
 - A plan of action for the structure, including:
 - A narrative that describes the plans that the owner has for the current and future use of the building/property;
 - A narrative of the owner's ongoing maintenance schedule for the building and the property it is where located.
- The Fire Marshal or the city official designated by the Mayor shall have the authority to deny a registration that all requirements for registration been met, that the owner has made a false statement as to a material matter in the registration, or if the owner has outstanding fees assessed under this article. Upon such denial, the Fire Marshal or the city official designated by the Mayor shall deliver written notice of the denial to the owner including the basis for the denial and a statement informing the owner of the right to appeal. Such denial does not extend the deadline set out in this section for registration of a vacant building.
- If the Fire Marshal or the city official designated by the Mayor denies a registration or re-registration, the owner may either rectify the issues causing denial and attempt to register again, or the owner may file an appeal with the office of the City Secretary, within thirty (30) days of the owner's receipt of the written notice of denial. Such appeal shall be heard by the Zoning Board of Adjustment.
- A registration of a vacant building issued pursuant to this section is not transferrable. New owners shall submit a new registration upon transfer of ownership.
- **Property Maintenance:**
 - The owner of a vacant building shall maintain the building and the property where it is located in a clean, safe, secure, and sanitary condition and to take all necessary actions to keep the building and property in full compliance with all federal, state, and local laws.
 - Any fire safety system installed in the vacant building shall remain fully operational during the period of vacancy. Proof of annual riser/flow inspections must be submitted at the time of registration.
 - The owner shall secure the vacant building at all times by keeping all openings of the building effectively closed to prevent access to the interior by animals, unauthorized persons, and the elements. Measures for securing include but are not limited to: erecting and/or maintaining fences and walls, chaining and locking gates, and repairing or boarding doors, windows, or other openings, as required by the City.
- **Property Inspections:**
 - For the purpose of ascertaining whether the vacant building is being maintained in compliance with this ordinance and any other applicable law, the Fire Marshal or the city official designated by the Mayor is authorized at a reasonable time to inspect:
 - The exterior of a vacant building
 - The interior of a vacant building, if the permission of the owner, operator, or other person in control of the building is given or a search warrant is obtained
 - The property upon which a vacant building is located.
 - At the time of registration, the owner shall schedule an inspection of the vacant building by the City, to be executed within sixty (60) days after registration. The Fire Marshal or the city official designated by the Mayor shall inspect said vacant building and the property where it is located to determine if it is maintained in compliance with this ordinance and any other applicable law. If the owner fails or refuses to schedule an inspection, the City shall schedule an inspection window of up to three consecutive business days, beginning not sooner than one (1) week following the date of registration, and provide written notice of the scheduled inspection window to the owner. The inspection shall be performed during regular business hours.
 - After the initial inspection, the Fire Marshal or the city official designated by the Mayor shall inspect a vacant building and the property upon which it is located at least once during each twelve-month period that the building remains vacant.
 - An owner of a vacant building shall permit the Fire Marshal or the city official designated by the Mayor to perform a lawful inspection of the interior and exterior of a vacant building and the property upon which it is located, for the purpose of ensuring compliance with this ordinance and any other applicable law, at reasonable times upon request. The owner commits an offense if he, either personally or through an agent or employee, refuses to permit a lawful inspection of the vacant building as required by this subsection.
 - If the vacant building or property where the vacant building is located is not maintained in compliance with this ordinance or any other applicable law, the Fire Marshal or the city official designated by the Mayor shall issue a written notice of non-compliance to the owner giving them a specific amount of time to resolve the identified violations and schedule a reinspection. If the owner fails or refuses to schedule a reinspection by the resolution date given in the notice of non-compliance, the Fire Marshal or the city official designated by the Mayor may perform a lawful inspection of the property and vacant building at any time following the resolution date, during regular business hours. If entry to the interior of the building for reinspection purposes is refused, the Fire Marshal or his designee will obtain a search warrant to perform an interior reinspection. A separate fee shall be charged for reinspection. If violations are not resolved by the time of reinspection, the City may seek any remedy provided by law.
 - Nothing herein shall limit the City's authority to request additional inspections, pursue other enforcement measures, or take immediate abatement measures as otherwise allowed pursuant to city ordinances and state law.

Vacant Building Registration

I have attached a floor plan of the building to this registration.

Current Use for This Building or Property:

Intended Future Use for This Building or Property:

Ongoing Maintenance Schedule for this Building and Property (must include landscape schedule):

Maintenance Type	Location	Schedule
<i>Ex: Mowing</i>	<input type="checkbox"/> Building <input checked="" type="checkbox"/> Property	<i>Once a week</i>
<i>Ex: Riser/ Flow Inspection</i>	<input checked="" type="checkbox"/> Building <input type="checkbox"/> Property	<i>Annually by the 30th of June</i>
	<input type="checkbox"/> Building <input type="checkbox"/> Property	
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