

Borough of Darby
Department of Code Enforcement
1020 Ridge Avenue, Darby, PA 19023
(610) 586-0428

Vacant Property Registration Application

Property Information:

Vacant Property Address: _____

Date of Vacancy: _____ Property Type (circle): Residential / Commercial

Owner Information:

First Name: _____ Last Name: _____

Address (PO Box not acceptable): _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-Mail: _____

Emergency Contact Information:

You must include 2 separate emergency contacts. If you are using a Property Management Company put them in this section.

Name: _____ Phone Number: _____

Address (city, state & zip; PO Box not acceptable): _____

Name: _____ Phone Number: _____

Address (city, state & zip; PO Box not acceptable): _____

Per Ordinance 778 attached with this application must be the following:

1. Affirmation of the connection or disconnection of all utilities to the vacated property.
2. Evidence of a sign posted to the vacant property with all applicable owner information in an easily seen area.
3. Proof of liability insurance in the form of \$500,000.00 for residential properties, & \$1,000,000.00 for commercial/ industrial properties.
4. A signed and dated Vacant Property Maintenance Agreement.
5. The Vacant Property Registration Fee of \$750 for residential or \$1000 for commercial in the form of check or money order made payable to the Borough of Darby.

Owner Certification

I certify that the information contained herein is true and correct to the best of my knowledge and belief. I understand that if I knowingly provide any false information herein, I am subject to all penalties as may be prescribe by law.

Owner Signature: _____ Date: _____

For Code Department Use Only

Date Received: _____ Date Approved: _____ Approved by: _____

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VACANT PROPERTY MAINTENANCE AGREEMENT

In accordance with Section 3 of Ordinance #778, the owner or owner's agent will perform **regular weekly inspections** to assure compliance with the following requirements:

1. The owner or owner's agent shall allow access by the Borough Code Inspectors and/or Fire Marshall for the purpose of inspection and in case of emergency.
2. Utilities must be properly disconnected or connected and in proper working order.
3. All doors, windows and other openings shall be properly closed and locked. Broken glass shall be replaced. Boarding over windows can only be for a (90) day period after which the window will be repaired, and glass replaced.
4. Weeds shall be removed from the perimeter of the building, along fence lines and in driveway/sidewalk joints and cracks.
5. Grass height shall be maintained no higher than (4) inches and the trimmings removed from the property.
6. Exterior properties shall be kept free of junk and debris, including, but not limited to, newspapers, flyers, circulars, furniture, appliances, containers, equipment, vehicle parts, garbage, clothing, inoperable vehicles, boats/campers, tires, drums, or any other items that give the appearance that the property is vacant.
7. Building appurtenances must be securely attached so as not to cause a blighting condition, including but not limited to gutters, downspouts, shutters, railing guards, steps, awnings, canopies, signs, light fixtures, and fire escapes.
8. Detached signs and lighting systems shall be structurally sound and maintained so as not to cause a blighting condition or removed.
9. Property fencing and retaining walls shall be maintained structurally sound. Any fence or wall with broken or hanging components shall be repaired, straightened or removed.
10. The property shall be free of graffiti or similar markings by removal or painting over with a color that matches the exterior of the structure.
11. Perishables shall be removed from the interior of the structure.
12. The interior of all structures must be clear of all trash, debris, flammable liquids, vehicles, chemicals, and any and all threats to human life.
13. Any back driveway or alleyway part of the property shall be maintained structurally sound.

Owner Certification

I certify that I as the listed property owner, shall adhere to and follow the above listed guidelines in the Vacant Property Maintenance Plan. I understand that failure to comply with the above listed guidelines will result in a fine of \$3,000.00 being levied against myself and the revocation of the registration of the property as a vacant property in accordance with Section 5 of Ordinance 778 of Darby Borough.

Owner Signature: _____

Date: _____