

## VACANT STRUCTURE PROGRAM Q&A

### **Why do I have to register my Vacant Structures and Property?**

The City of Edwardsville adopted an Ordinance establishing regulations governing the registration, maintenance, security, and monitoring of vacant structures and properties by their owners. The Vacant Structure Program will improve the social and economic health of the City of Edwardsville by preventing these properties from becoming a burden to the residents and tax payers of the City of Edwardsville and provide momentum for returning these properties to their intended use and to the tax rolls.

### **When did the City approve the Vacant Structure and Property Ordinance?**

This program was approved by the City Council with an effective date of December 16, 2014. You may view a copy of the Ordinance on the City's website.

### **What are the Registration Fees?**

<b>Structure</b>	<b>Registration Fee</b>
Initial (6) six-months of registration	\$25.00
Renewal after the initial (6) six-month registration to apply for an additional (6) six-month registration for an aggregated total of (12) twelve-months.	\$25.00
Renewal after the initial (6) six-month registration to apply for (3) three consecutive (6) six-month periods for an aggregated total of (24) twenty-four months as approved by the City.	\$75.00

### **What Type of Information is needed to register the Vacant Structure and Property?**

1. Must use a City provided form. (located on the City website)
2. Expected period of vacancy (including the date of initial vacancy)
3. Plan and timeline for regular maintenance during the vacancy
4. Plan and timeline for the lawful occupancy, rehabilitation, removal or demolition of the structure
5. Measures/plans and timelines to be taken to ensure that the structure will be kept weather tight and secure from trespassers and that it will be safe for entry by police officers, firefighters and code or building inspectors in time of exigent circumstances or emergency as well as at times of reasonable inspection
6. Measures and timeline to be taken to assure that the premises remain free from nuisance conditions and in good order in conformance with the vacant structure maintenance standards; and
7. All persons authorized to be present in the structure and provide notices of trespass to the police authorizing the arrest for trespass of individuals not on the list. (The owner shall update the authorized person list as needed.)

### **I own/am the responsible party for a vacant property, what are my duties and responsibilities?**

The City of Edwardsville has an Ordinance regulating vacant and unoccupied structures. Property owners or persons responsible for the vacant structure and property must register

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these buildings with the Department of Public Works by visiting the City of Edwardsville's website at [www.cityofedwardsville.com](http://www.cityofedwardsville.com) to print a copy of the Registration Certificate/Form.

### Do I have to provide Liability Insurance?

Yes, the owner of the vacant structure/property shall to maintain liability insurance on all vacant and registered properties under their control. Proof of evidence of such insurance shall be filed with the City.

Type of Structure	Minimum Liability Insurance Amount
Residential properties of one or two units	\$250,000.00
Residential Properties of three or more units	\$500,000.00
Commercial, manufacturing, storage or any nonresidential property	\$1,000,000.00

### What if I am found in violation of this Ordinance?

1. Any person found to be in violation of any provision of the Ordinance shall be subject to a fine not to exceed \$750.00. Each day that said violation continues shall be considered a new and separate violation. Prosecution under this section is a remedy cumulative to any and all other remedies at law and equity, including but not limited to the City's remedies under the Illinois Municipal Code.
2. All fees, costs or charges assessed or incurred by the City will be in the form of a lien upon the real property.
3. Unless the City grants a waiver as outlined in the Ordinance Section 18-469, at the expiration of twenty four (24) months from the original issuance of the Vacant Structure Registration Certificate, the structure must be reoccupied, removed or demolished. Any structure which is vacant beyond the twenty four (24) month maximum registration period shall be considered abandoned and a public nuisance and the City may pursue whatever legal action is afforded to it by law for the removal and/or abatement of public nuisance.

### How do I Request a Waiver?

Any owner of a vacant residential property of one or two units, who is a natural person with insufficient income or resources to fulfill all of the obligations imposed in the Ordinance, may petition the City for a waiver of the registration or re-registration fee, a reduction of the minimum amount of liability insurance, and/or a waiver of some or all of the property rehabilitation requirements (hereinafter "financial requirements") under the Ordinance. Application for a waiver of financial requirements shall be in writing on forms provided by the City. The decision of the City Administrator, to be made within fourteen (14) days of receiving the petition, shall be made in writing and shall forthwith be mailed or delivered to the petitioner. An appeal of the decision may be made to the City Council, in writing, within fourteen (14) days of the mailing or delivery of the decision. Individuals who are granted a waiver under this Section are still obligated to keep the registered property secure and safe, and the exterior property areas free from debris, with grass regularly mowed.

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### **Who do I contact for questions?**

City of Edwardsville, Public Works Department, 200 East Park Street, Edwardsville, IL 62025

Denise Thibault, Coordinator

Direct Line: 618-692-2331

Main office: 618-692-7535

Email: [vacantproperty@cityofedwardsville.com](mailto:vacantproperty@cityofedwardsville.com)

Website: [www.cityofedwardsville.com](http://www.cityofedwardsville.com)

### **How does the City know when a property becomes vacant and unsecured?**

The City will obtain information from Madison County Records, City Utility Records, referrals from Public Safety Personnel, Field Inspectors and concerned Citizens.

### **I live next to a Vacant Property, what do I do?**

If there is illegal activity occurring call the Police Department at 618-692-2131 immediately.

Otherwise, call the Public Works Department during normal business hours at 618-692-2331 or leave a message.

### **Why is the City of Edwardsville concerned with privately owned vacant properties?**

Vacant structures and properties, if left unattended, are likely to fall into disrepair, create public nuisance, drain City resources, contribute to the decrease in value of surrounding properties, precipitate disinvestment by neighboring owners, provide locations for illegal activities and undermine the aesthetic character of the City.