

# VILLAGE OF BARTLETT

## VACANT BUILDING PLAN OF ACTION



Property Address: \_\_\_\_\_

*(Check all that apply)*

- Windows and/or doors are boarded or secured by other means

**Work to repair windows and/or doors will commence by** \_\_\_\_\_  
(Date)

**Windows and/or doors will be repaired by** \_\_\_\_\_  
(Date)

- Public nuisances are present

**Work to correct public nuisances will commence by** \_\_\_\_\_  
(Date)

**All public nuisances will be corrected by** \_\_\_\_\_  
(Date)

- The owner intends to demolish the building

**Building permits will be applied for by** \_\_\_\_\_  
(Date)

**The building will be demolished by** \_\_\_\_\_ (Owner to obtain necessary permits and approvals)  
(Date)

- The owner intends to make the building habitable & occupied or offered for sale

**Building permits will be applied for by** \_\_\_\_\_  
(Date)

**Work will commence by** \_\_\_\_\_  
(Date)

**Work will be completed by** \_\_\_\_\_  
(Date)

**Building will be occupied or put up for sale by** \_\_\_\_\_  
(Date)

- All premises upon which vacant buildings are located shall at all times be maintained in compliance with Village Codes, including but not limited to the following:
- Interior: All interior structures shall be maintained in a clean, safe, secure and sanitary condition. Special attention shall be made to utilities and, if applicable, sump pumps and other related devices shall be kept operational. Winterization of structures shall be completed as necessary.
  - Exterior: All exterior structures and property shall be maintained and kept free of items that give the appearance that the property is abandoned, including, but not limited to, overgrown and/or dead vegetation, accumulation of newspapers, circulars, fliers and/or mail, past due utility notices and/or disconnected utilities, or the accumulation of junk or debris.

*Failure to submit a Vacant Building Plan of Action or have an approved Vacant Building Plan of Action within forty-five (45) days of filing the registration form or failure to comply with the approved plan shall constitute a violation of Chapter 25 of the Bartlett Building Code subjecting the owner of the building to penalties as provided in said chapter and to any remedies the village may avail itself of as provided for therein and elsewhere in the Bartlett Building Code.*

Owner(s)/Mortgagee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Building Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_