

**City of Maquoketa
Vacant Building Registration**

Building address: _____

Building type: (*circle or highlight*) Commercial Residential Mixed use or Combination

Condition:

Vacant, as of: _____ (*date*)

Partially Vacant, as of: _____ (*date*)

Describe vacant portion: _____

Circle or highlight

Gas: on off not applicable

Electricity: on off

Water: on off

Building owner:

Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone number(s): _____

Email: _____

Local agent designated to act on behalf of an out-of-town property owner available in case of an emergency. *Required for owners who live more than 100 miles from Maquoketa.*

Name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone number(s): _____

Email: _____

I am aware that:

Vacant and partially vacant buildings must comply with Vacant Building Maintenance Standards (*see page 2*):

- Grass and weeds shall not exceed a height of six (6) inches;
- Snow and ice shall be removed from the public right-of way within 24 hours of snow fall;
- Junk and junk vehicles are not allowed.

Owner's signature: _____ Date: _____

Return to: 201 E Pleasant St., Maquoketa, IA 52060 or csecretary@maquoketaia.com. *Must submit:*

- \$35 annual fee payable to the City of Maquoketa
- Proof of \$300,000 liability insurance

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Vacant and partially vacant buildings must comply with Vacant Building Maintenance Standards which are outlined below. Some aspects of the standards may not apply to your property. There will be an initial inspection and follow up inspections as needed.

Building Openings Doors, windows, areaways, and other openings shall be weather tight and secured against entry by birds, vermin and trespassers. Missing or broken glass in doors, windows and other such openings shall be repaired and/or replaced with glass. No building opening shall be boarded. All first floor or ground level windows, doors and openings shall be free of any posters, paper or fabric coverings.

Waste Removal All waste, yard waste, refuse, garbage and junk shall be removed from the interior of the building or structure and surrounding premises.

Roofs The roof and flashings shall be sound and tight, not admit moisture, or have defects which might admit moisture, rain, or roof draining and shall allow for sufficient drainage to prevent dampness or deterioration in the interior of the building.

Drainage The building storm drainage system shall be functional and installed in an approved manner, and allow discharge in an approved manner.

Building Structure The building shall be maintained in good repair and structurally sound. The building shall be maintained in a sanitary manner and in a manner that does not pose a threat to the public health, safety and welfare.

Structural Members The structural members shall be free of deterioration and capable of safely bearing imposed dead and live loads.

Foundation Walls The foundation walls shall be maintained structurally sound and in a sanitary condition so as not to pose a threat to the public health, safety and welfare, shall be capable of supporting the load which normal use may cause to be placed thereon, and shall be free from open cracks and breaks, free from leaks, and be animal-proof.

Exterior Walls The exterior walls shall be free of holes, breaks, and loose or rotting materials. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials, such as paint or similar surface treatment.

Decorative Features The signs, trim, and similar decorative features shall be safe, anchored and in good repair. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials, such as paint or similar surface treatment.

Overhanging Extensions All balconies, canopies, marquees, signs, metal awnings, stairways, fire escapes, standpipes, exhaust ducts and similar features shall be in good repair, anchored, safe and sound. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials, such as paint or similar surface treatment.

Chimneys and Towers Chimneys, cooling towers, smokestacks and similar appurtenances shall be structurally safe and in good repair. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials, such as paint or similar surface treatment.

Walkways Public sidewalks and walkways shall be in good repair.

Accessory Building/Structures Accessory buildings and structures shall be in good repair.

Exterior Premises The surrounding premises upon which the structure or building is located shall be clean, safe, sanitary, and free from waste, rubbish, garbage, and weeds; shall not be used for exterior storage, and shall not pose a threat to public health, welfare or safety. Problem trees and shrubs shall be trimmed or removed.