



Vacant Building Maintenance Plan

Property Address _____

Property Owner/Manager _____

Owner/Manager Phone _____ Email _____

Requirements

The Property Owner/Manager or his/her duly authorized representative shall perform the following duties until such time as the subject property is no longer vacant:

- Pay the registration fee and renew this or a substantially similar plan with the Property Standards Division in accord with Section 4-16-6(A) of the Evanston City Code for as long as the undersigned owns the subject property;
- If the registration and renewal fees are not paid annually, the owner agrees to accept posting of the vacant property as notification;
- Obtain and maintain liability insurance as long as the property remains vacant;
- Proof of insurance must be submitted annually with the registration;
- Affix no smaller than a 2'x2' sign to the building, visible from the street, indicating the name, address and phone number of the owner;
- Securely board up all exterior doors and windows from the building interior;
- Perform a weekly check to ensure that the building remains secure;
- Cut grass on the subject property weekly between May 1st and October 31st;
- Remove any trash/litter/refuse from the subject property and the adjacent alleyway and parkway on a weekly basis;
- Remove snow from the sidewalk adjacent to the subject property within twenty-four (24) hours of any snowfall;
- Arrange for the removal of any vehicles left/abandoned on the subject property;
- Provide the City's Property Standards Division with the name, address, and telephone number of any purchaser of the subject property;
- Submit, with this plan, a date of commencement for the correction of any outstanding violations at the subject property and a date of completion. If the subject property is proposed to be demolished, the owner shall submit, with this plan, a time schedule for such demolition.

Signature: _____ Date: _____

Printed Name: _____