



City of Olean

Code Enforcement Office
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DIRECTIONS FOR VACANT BUILDING PLAN

The Vacant Building Plan must contain information from one of the following three proposals for the building:

If the building is to be demolished, a demolition plan indicating the proposed time frame for demolition, which demolition must be completed no later than six (6) months from the date of the submission of the plan. In addition, the owner shall deposit or deliver to the City a surety (cash, irrevocable letter of credit or insurance bond) in an amount sufficient to cover the costs of demolishing the building.

If the building is to remain vacant, a plan for the security of the building in accordance with standards provided in §6-30(D) of the City of Olean Code of Ordinance below, together with the procedure that will be used to maintain the property and a statement of the reason(s) why the building will be left vacant; or

If the building is to be returned to a permitted occupancy or use, rehabilitation plans, if required, for the building. The time period to complete the rehabilitation plans shall not exceed 365 days from the date of submission and the plan shall include progress benchmarks at four month intervals, unless the Code Enforcement Office grants an extension for good cause shown, upon receipt of a written statement from the owner submitted prior to the expiration of the time period detailing the reasons for the extension. Any repairs, improvements or alterations to the property must comply with any applicable zoning, historic preservation and building codes. The building must be secured in accordance with §6-30(D) below during the rehabilitation period.

Section 6-30(D) of the City of Olean Code of Ordinance states that:

The owner of a vacant building shall take such steps and perform such acts as may be required to ensure that the building and its grounds remain safe and secure and do not present a hazard to the adjoining property or the public. Owners shall be responsible for maintaining their buildings and structures so that they do not become an unoccupied hazard. In any building or floor area that is vacant or about to become vacant, there will be at least one access which meets the approval of the Codes Officer.

The owner shall protect and maintain the exterior of the building as follows:

- (a) Exterior walls, including foundations, shall be maintained so that water does not penetrate into basements, cellars, or other interior areas. All exterior walls and foundations must be free of holes and crevices.

- (b) Exterior doors, windows, skylights and similar openings shall be maintained weather tight.
- (c) Exterior stairs, porches, entrance platforms, fire escapes and railings thereon shall be maintained in a safe and sound condition.
- (d) Roofs shall be maintained in a weather tight condition.
- (e) Exterior surfaces shall be maintained in good condition. Surfaces not inherently resistant to deterioration shall be treated with a protective coating of paint or other suitable preservative.
- (f) Glass covering for windows and doors shall not consist of any substance sprayed onto the glass doors or windows. All enclosures shall be properly fitted and be of such material and surface that they are neither unsightly nor materially detract from the general appearance of the building or the neighborhood and, when possible, are secured by normal means.
- (g) The covering for broken doors and cracked or broken windows shall consist of replacement glass, Plexiglas, plywood or similar materials finished and maintained in accordance with the provision of §6-279(g) of the Code.
- (h) Windows that are not cracked or broken may be covered with interior blinds, curtains, or shades.
- (i) The premises shall be kept free of insects and vermin.
- (j) Any excavations, swimming pools, or other conditions creating an attractive nuisance must be filled in or properly enclosed.

In addition to the standards prescribed above, vacant commercial and retail buildings shall comply with the following standards:

- (a) Any and all first floor windows shall be replaced by glass or Plexiglas, which coverings shall be maintained.
- (b) All exterior signs, awnings, lighting systems and supporting framework, if not removed, shall be maintained in a non-deteriorated and safe condition.

The owner shall protect and maintain the interior of the building as follows:

- (a) Structural members shall be maintained to resist and prevent deterioration.
- (b) Unheated attics, spaces below flat roofs, and crawl spaces shall be ventilated to minimize deterioration.
- (c) Ceilings, walls, floors and stairways shall be maintained in a safe and sound condition.

The owner shall maintain the premises as follows:

- (a) The owner shall not permit garbage and refuse to accumulate.
- (b) Buildings and structures shall be maintained free of insects, vermin and rodent harborage and infestation.
- (c) Chimneys, smokestacks, flues, gas vents, smoke pipes and connectors shall be maintained structurally safe and smoke tight.
- (d) If the building is to be demolished, then, within ten (10) days of registering the building as a vacant building, all fuel gas, water, and utilities must be disconnected at the mains and water pipes drained. If the building is going to be rehabilitated, then the building must be heated or winterized to avoid freezing pipes; fuel gas pipe systems must be maintained gastight, safe and operative condition, and water pipes must be maintained to avoid leaks and/or breakage.
- (e) Fuel tanks will be maintained so as not to be a hazard or shall be discontinued in a manner consistent with New York State Uniform Fire Prevention and Building Code.
- (f) The domestic water supply system of the building will be connected to an approved source, will not be subject to contamination and will not be connected to unsafe water supplies; alternatively, the system shall be disconnected at the main and completely drained.
- (g) Storm water drainage systems shall be maintained so as to function properly and shall be kept free from obstructions, leaks and defects. Sewage systems shall be similarly maintained or shall be sealed so as to prevent accumulation of sewage gases in buildings.
- (h) Electrical fixtures, devices, wiring and systems shall be maintained in safe working condition in a manner which shall avoid a potential source of ignition or shock; alternatively, the service shall be discontinued at the supply.
- (i) Elevators, dumbwaiters and escalators shall be maintained or taken out of service, in accordance with ANSI A17.1.
- (j) The owner shall provide for snow and ice removal on the premises and on adjoining sidewalks and shall comply with Section 21-5 of the City's Code of Ordinances.

In addition, the owner shall comply with all applicable laws and codes.