

CITY OF BEL-NOR

8416 Natural Bridge Road Bel-Nor, MO 63121

Phone: 314-381-2834

www.cityofbelnor.org

cityclerk@cityofbelnor.org

VACANT PROPERTY REGISTRATION

To better manage vacant properties in the City of Bel-Nor, State law (Section 67.399, RSMo) provides that vacant properties subject to housing code violations will be registered and subject to a semi-annual fee of \$200. The property shall be registered and subject to the fee until it is brought into compliance with all municipal codes.

Within thirty (30) days after a property has been vacant for six months, the property will be registered with City Hall.

A form is provided for this registration and is required at the time of registration. All fees, including fees owed from previous years must be paid before a new occupancy or building permit will be issued for that property.

VACANT PROPERTY INSPECTIONS

Ordinance establishing a Vacant Residential Properties Inspection for the City of Bel Nor by amending the Code of Ordinances Article II. Chapter 515 on November 21, 2022

Section 515.065, any residential structure, single or multi-unit, that has been completely vacant for a continuous twenty-four (24) months period; or is vacant with pending action to foreclose on a mortgage or deed of trust; or is vacant with blighted conditions; or has been placarded by the City as uninhabitable is deemed to be a vacant residential structure and must be inspected.

To ensure the safety of first responders and emergency personnel, as well as the health and safety of the public and to support property values within the City, vacant structures must be inspected regularly. The amendments have been made as part of the City's ongoing commitment to promote and assure public safety, health and welfare, to prevent deterioration of vacant structures, to ensure the safety of first responders and emergency personnel, to support property values, and to encourage responsible management and use of vacant structures

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RESIDENTIAL VACANT PROPERTY REGISTRATION FORM

The purpose of the City of Bel-Nor Residential Vacant Property Program is to help protect the health, safety and welfare of the citizens by preventing blight, protecting values and neighborhood integrity avoiding the creation and maintenance of nuisance residential dwellings and buildings. A building or structure will be deemed vacant if the property is not legally or currently occupied. Vacant properties will be monitored for compliance with property maintenance and safety requirements. Residential structures that are vacant for 6 months or longer are subject to City Code Chapter 515. Property in violation of property maintenance and safety requirements will be subject to City Code Section 515.050 and a semi-annual registration fee of \$200.00.

Owner information (No P.O. Boxes)

Address of Vacant/Abandoned Property: _____

Owner name: _____

Owner full address: _____

Phone No.: _____ Email: _____

PROPERTY (MANAGER) OVERSIGHT: In the space below please provide the name, address, telephone number, and e-mail address of the person eighteen years or older, firm, or corporation responsible for the care and control of this real property if different from the owner identified (Must live within twenty-five miles of the property).

PLEASE NOTE: If certified mail/return receipt requested is sent to the above address and the mail is returned marked "refused" or "unclaimed," or if ordinary mail sent to this address is returned for whatever reason, then such occurrence shall be positive proof that the owner has failed to comply with the requirements of this Ordinance.

The owner of a vacant real property in violation of City codes shall pay a semi-annual registration fee of **\$200 each six months** the real property remains vacant. The fee shall be paid no later than thirty (30) days after the real property becomes vacant or abandoned and any subsequent registration fee. **If the fee is not paid within thirty (30) days of being due, a late fee of \$25 per month shall be assessed and the owner shall be subject to prosecution.** Any registration fees or late fees which are delinquent for a period of one year shall become a lien on the property and shall be subject to foreclosure proceedings in the same manner as delinquent real property taxes.

In signing this registration form I/we hereby grant permission for the City of Bel-Nor Code Enforcement Staff to access to the exterior of this property for inspection purposes.

Signature of Owner and Authorized Representative if one is designated Date: _____

Please attach copy state issued identification for owner and authorized representative(s)

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RESPONSIBILITIES OF VACANT BUILDINGS OWNERS

The owner, lessee, or party in control of any vacant building, or a party that has filed and is currently maintaining an open foreclosure action regarding a vacant building shall maintain the vacant building in compliance with City codes, with particular attention to the following:

1. Grass and weeds shall be kept at a height of no more than eight inches. Shrubbbery must be kept trimmed and neat and kept from encroaching on or touching the building.
2. All building exteriors shall have adequate weather-tight protection, including paint, siding, and to similar finishes maintained in good condition.
3. All buildings and grounds must be secured against trespassers and rodents. This includes maintaining all exterior doors, windows and yard fencing in a good and secured condition. No boards, plywood or similar means or materials may be used to secure windows and doors. Doors, and/or window units equipped with locking hardware. Property must be properly winterized.
4. Roofs on all buildings shall be in good, weather tight condition with no leakage.
5. Any accumulated trash or debris must be removed from the property immediately.
6. Graffiti, tagging or similar markings must be immediately removed or painted over with an exterior grade paint that matches the exterior color of the structure.
7. Pools and spas shall be drained and kept dry. Properties with pools and spas must comply with the minimum security fencing requirements of the City.
8. Property shall be maintained free of nuisance conditions.
9. Compliance with this section does not relieve the owner or agent in control of the property of any obligations set forth in any covenants, conditions, restrictions, homeowners' association rules and regulations and/or codified ordinances or building codes which may apply to the property.