



Vacant Property Registration Program

January 2020

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City of West Hollywood VACANT PROPERTY PROGRAM OVERVIEW

This document serves to provide an overview of the Vacant Property registration, classification, and inspection processes established in West Hollywood Municipal Code (WHMC) Chapter 9.64. If you have any questions about this process, please contact the Code Compliance Division at (323) 848-6375.

Registration and Initial Classification Process:

1. The property owner shall complete and submit the vacant property registration form.
 - i. The City recommends submitting the registration form as early as possible to allow for sufficient time for inspections and corrections.
2. Code Compliance staff will organize and schedule a time to do a thorough inspection with the property owner or their representative and the West Hollywood Sheriff's Department.
 - i. If applicable, a City-issued padlock will be provided at the time of inspection if one has not already been provided.
3. Code Compliance will assign a vacant property classification to the property after a site inspection has been completed.

Vacant Property Classifications

Below are the four (4) vacant property classifications and the standards that determine which classification the property is assigned:

Stable Property means a property that exhibits some or all of the following:

1. The structure is well maintained and can easily be lived in or used for its intended use;
2. Little or no maintenance or repairs are necessary;
3. The property is well maintained and is not obviously vacant;
4. There is no evidence of intrusion by transients into the interior of the property;
5. The owner is responsive to city requests and regularly monitors the property on a proactive basis.

At-Risk Property means a property that exhibits some or all of the following:

1. The Structure is maintained to a lesser degree than a stable property;
2. The property can be converted to its intended use with minimal or minor repairs necessary;
3. There are no cracked or broken windows on the structures on the property;
4. There are no signs of intrusion by transients into the interior of the property;
5. The property is beginning to fall into disrepair, which may include conditions such as, but not limited to, peeling paint, dead or dying groundcover, overgrown vegetation, or graffiti;
6. The owner is responsive to city requests but does not proactively and regularly monitor the property.

Problematic Property means a property that exhibits some or all of the following:

1. The structure is not being maintained but the structure is not determined to be unsafe;
2. The property can be converted to its intended use with some significant repairs;
3. Evidence of intrusion by transients into the interior of the property;
4. Owner is unresponsive to city requests or does not proactively monitor the property.

Failed Property means a property that exhibits some or all of the following:

1. The structure and property are not being maintained;
2. The structure is unsafe to enter or occupy;
3. The structure or property poses significant health or safety risks, or significant disturbances to the community;
4. The owner is unresponsive or unknown and there does not appear to be any monitoring of the property.

Annual Vacant Property Classification Fees:

The fees for vacant properties are based on the costs incurred by the City to perform a complete inspection of the property. The following fee structure applies to vacant properties:

Stable Properties - No Payment Required (Only if property has never been previously registered in another classification).

Stable Properties - \$740.00 (Payable on July 1 of each year)

At Risk Properties - \$2,220.00 (Payable on July 1 of each year)

Problematic Properties - \$4,440.00 (Biannual payments of \$2,220.00 due on July 1 and January 1 of each year)

Failed Properties - \$8,880.00 (Quarterly payments of \$2,220.00 due on July 1, October 1, January 1, and April 1 of each year)

A property may move up or down through the various classifications based on the level of compliance with WHMC 9.64 observed by a Code Enforcement Officer. If a property moves from a lower classification to a higher one, the fees owed would be equal to the higher classification fee. Inversely, if a property is moved to a lower classification, the fees owed would match those required by the lower classification.

In order to have the current vacant property registration fee owed on a property reviewed and potentially reassessed, a property owner shall complete the following:

1. Make the required corrections; and
2. Request a site inspection at least two (2) weeks prior to the due date of the current vacant property registration fee.

If the required corrections are made after the due date for the current vacant property registration fee, no review or potential reassessment will be made and payment will be in accordance with the existing assigned classification fee.

Ongoing Inspections:

Code Enforcement and West Hollywood Sheriff staff will monitor each vacant property according to the minimum schedule below and as-needed based on complaints.

1. **Stable Properties** - Quarterly
2. **At-Risk Properties** - Monthly
3. **Problematic Properties** - Every two weeks
4. **Failed Properties** - Weekly

Administrative Enforcement:

When violations are observed on a vacant property, Notices of Violation shall be issued to any person or party with a duty to oversee, maintain, or repair the property. If those violations have not been corrected, an Administrative Citation may be issued.

Administrative Citations will include a fine for every violation found on a property and the amount per violation will be in accordance with the West Hollywood Master Fee Schedule in effect at that time. Currently, the fine schedule is as follows:

1. 1st Violation \$1,000.00 fine + \$50 administrative fee
2. 2nd Violation \$2,000.00 fine + \$50 administrative fee
3. 3rd Violation \$5,000.00 fine + \$50 administrative fee

Vacant property code enforcement cases may be referred to the City Prosecutor's Office after a first Administrative Citation has been issued. All repairs and corrections shall be performed on or prior to the compliance date listed on the Notice of Violation or Administrative Citation. Additionally, the City may require the person that owns, possesses, or controls the property to post a bond in an amount sufficient to cover the costs associated with securing or remediating any Vacant Property violation after a first Administrative Citation has been issued.



City of West Hollywood

VACANT PROPERTY REGISTRATION FORM

(Complete ONE registration form per Property)

Complete the requested information and return this form to the Code Compliance Division.

“Vacant Property” means any property that is substantially vacant, unoccupied, or abandoned for more than forty-five (45) days and where construction, pursuant to an active building permit, is not taking place or where an inspection by the Building and Safety Division, pursuant to an active building permit, has not been conducted within the previous ninety (90) days. Vacant Property shall not include a residential property where a Resident Caretaker resides on-site during the period that the property would otherwise be considered Vacant Property under [WHMC Chapter 9.64](#).

Step 1:	REGISTERED PROPERTY INFORMATION
Property Address: _____	West Hollywood, CA _____
Assessor ID Number:* _____	*If you are unsure of the Assessor ID number, please visit http://maps.assessor.lacounty.gov
Most Recent Legal Use: _____	
Property Square Footage: _____	Total Square Footage of Structures: _____ # of Structures: _____
# of Units on Property: _____	# of Units Vacant: _____ Property Type: _____

Step 2:	PROPERTY OWNERSHIP INFORMATION
Owner #1	
Name of Owner _____	Phone Number _____
Mailing Address _____	E-mail Address _____
Physical Address (if different from mailing address) _____	
Owner #2	
Name of Owner _____	Phone Number _____
Mailing Address _____	E-mail Address _____
Physical Address (if different from mailing address) _____	

Step 3:	LOCAL PROPERTY MANAGER INFORMATION (if different from owner)
Name _____	Phone Number _____
Mailing Address _____	E-mail Address _____
Physical Address (if different from mailing address) _____	

Step 4: PROPERTY STATUS

Date Last Occupied (if known): _____

Current status of utilities: **Water:** On Off **Sewer:** On Off
Gas: On Off **Electricity:** On Off

Is the property covered by any fire or liability insurance? Yes No

State the name of the fire and liability insurance carrier, policy number, fire/liability coverage amounts and agent name/contact phone number insuring said property. All insurance coverage is subject to approval by the Director. **Attach copy of insurance policy information to this form.**

Step 5: PROPERTY PLAN

Please select all that apply:

The property is actively listed for sale or lease: _____ Listing Date _____ MLS #

The property is pending sale or lease: _____ Closing Date

The property is under construction or renovation: _____ Completion Date

All permits and approvals have been issued

Applications for all required permits will be submitted by _____

Building will be reoccupied by owner: _____ Re-occupancy Date

Building will be reoccupied as a rental: _____ Re-occupancy date

Building will be demolished: _____ Demolition Date

Maintenance of the building and property will be monitored and needed repairs/ maintenance made in a timely fashion

Other (Please describe below):

Please describe the future plans for the property and the approximate timeline of when the project will commence:

Please describe how the property is, or will be secured, against unauthorized entry. All methods of security shall be subject to approval by the Director:

Describe how the property will be maintained during the time when the property is vacant. This shall include basic property maintenance, groundcover installation and maintenance, trash/debris removal, etc. Include how often the site will be visited by someone who is tasked with the maintenance and upkeep:

I affirm, under the penalty of perjury, that the contents of this application are true and correct to the best of my knowledge. I have read, understood, and agree to abide by the Vacant Property standards found in Chapter 9.64 of the West Hollywood Municipal Code. Additionally, I understand that, if conditions change which affect the general health, safety, or welfare of the community, the Director may require the implementation of additional security or maintenance measures.

_____ Applicant Signature _____ Date _____

Applicant Name _____ Phone Number _____

Mailing Address _____ E-mail Address _____

Physical Address
(if different from
mailing address) _____

Relation to Property Owner
 Owner Representative
 Manager/Caretaker

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