



Vacant Property Registration Program

April 2022

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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 - \$4,440.00 (Biannual payment of \$2,220 due on January 1 and July 1 of each year)

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

Failed Properties - \$26,640.00 (Monthly payments of \$2,220.00 due on the 1st of each month)

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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City of West Hollywood PRE-INSPECTION VACANT PROPERTY CHECKLIST

Use of Vacant Property Checklist:

Property owners may use the Vacant Property Checklist to ensure that their properties meet the requirements of the Vacant Property Ordinance (WHMC Chapter 9.64).

Code Enforcement Officers will use the checklist to verify that properties have been maintained according to the Vacant Property requirements. The classification assigned to each vacant property will be based on the overall condition and level of security and maintenance of the property as well as how easily the property may be converted back to its original intended use.

Please note that italicized items on the checklist represent items that must be fully compliant in order for a "Stable" classification to be granted.

A property owner may request a waiver or modification of any vacant property requirement. To do so, please complete and submit the Vacant Property Waiver Request that is included in this packet. Please note that these requests may only be approved if it is determined that granting such a request will not harm the health, safety, or general welfare of the community. The Director's decision is final and not subject to appeal.



The following are the four (4) main areas that Code Enforcement Officers will be evaluating a property:

Structure Exterior:

Roof, chimney, foundation, stairs, and decks are reasonably free of decay (e.g., severe cracks, soft spots, loose pieces, deterioration, or other indications that repair is needed); maintained in a safe, sound, and sanitary condition; and capable of withstanding normal loads and forces. The building and its components, including windows, should be reasonably weatherproof and free of dampness.

Structure Interior:

Walls, floors, stairs, and other structural components are reasonably free of decay, maintained in a safe and sound condition, and capable of withstanding normal loads and forces. Natural lighting and ventilation is adequate and maintained in good working order for each habitable room in the unit.

Property Exterior:

Groundcover, landscaping, and vegetation is healthy and well maintained. Vegetation is not interfering with overhead utility lines or pedestrian use of the public right-of way. Groundcover is not overgrown, hedges are trimmed in a manner allowing visibility to the interior of the property, and any dead or dying vegetation has been removed. The property is free of trash, debris, or discarded equipment and vehicles.

Security and Safety:

A current Letter of Agency is on file with the West Hollywood Sheriff's Station. All structures have been secured and, if applicable, properly boarded using polycarbonate. Adequate security lighting and video surveillance has been installed.

A fence may also be required per the approval of the Director and maintained in good working condition.

***Please note that repeated and/or continuous reports of unauthorized access to the property or structures may result in the Director requiring that on-site security be provided.*



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VACANT PROPERTY CHECKLIST

Requirement	Compliant	Not Compliant	Notes
<i>Letter of Agency on file with West Hollywood Sheriff Department.</i>			Expires: _____
<i>Vacant Property Registration Form completed and submitted</i>			
Landscape, Vegetation, and Hardscape			
Groundcover in place.			
Cleaned, watered, weeded.			
Dead or dying material removed.			
Groundcover no taller than 6 inches.			
Bushes and shrubs allow clear view to interior of property.			
Vegetation not impeding public right-of-way or utility lines.			
Parkway clean and maintained.			
Paved areas in good condition.			
Vegetation adequately irrigated.			
Pool drained and filled or covered.			
Sanitation			
<i>Free of trash and debris.</i>			
<i>Free of discarded furniture, equipment or appliances.</i>			
<i>Free of parked, abandoned, or inoperable vehicles.</i>			
<i>No evidence of vermin or insect infestation.</i>			
Perimeter Security			
<i>If applicable, wrought iron fence (or other approved method).</i>			
<i>Fence in good condition.</i>			
<i>If applicable, "No Trespassing" signs installed.</i>			
<i>Includes property owner/manager contact info:</i>			
<i>If applicable, City-issued lock on gates.</i>			
<i>No evidence of intrusion to the interior of the property.</i>			

Structure Exterior			
No apparent foundation issues.			
Exterior walls appear weathertight and structurally sound.			
Absence of graffiti.			
Paint/stucco/exterior in good condition.			
Roof, awnings, or vertical supports appear structurally sound.			
Chimney appear structurally sound based on visual inspection.			
Absence of broken, cracked, or missing windows.			
Exterior doors installed and appear to be in good condition.			
Structure Interior			
No apparent issues with flooring/supports.			
Interior walls in good repair and no evidence of water intrusion.			
Ceilings in good repair and no evidence of water intrusion.			
Fireplace appears structurally sound and in good working order based on a visual inspection.			
No evidence of infestation or dry rot.			
No signs of water intrusion.			
No apparent electrical, plumbing or mechanical issues.			
Structure Security			
Windows properly secured.			
Doors properly secured.			
Security lighting installed.			
Video security cameras installed.			
Building locks and entry control installed.			
No evidence of intrusion to the interior of any structure.			



City of West Hollywood REQUEST FOR WAIVER OF VACANT PROPERTY REQUIREMENTS

Assessor ID Number:* _____

*If you are unsure of the Assessor ID number, please visit <http://maps.assessor.lacounty.gov>

Property Address: _____ West Hollywood, CA _____

Applicant Name _____ Phone Number _____

Mailing Address _____ E-mail Address _____

Physical Address _____ Relation to Property _____
(if different from mailing address) _____
 Owner
 Owner Representative
 Manager/Caretaker

Please identify which specific requirements of the Vacant Property Standards for which you are requesting a waiver or modification (if more space is needed, please use a separate sheet of paper):

Why are you requesting the above listed waiver/modification?

How will granting your request ensure that the health, safety, and welfare of the community is protected?

I declare under the penalty of perjury that the foregoing is true and correct. I understand that the granting of any waiver or modification of any Vacant Property standard is at the sole discretion of the Director. Any waiver or modification will only be granted if it is determined that, under the particular factual situation, the change will not negatively impact the public health, safety and general welfare or to the stability of real property so as to interfere with the comfortable enjoyment of life or property, nor become attractive to unauthorized persons, including but not limited to juveniles and transients, nor constitute a health, fire or safety hazard. Additionally, I understand that the waiver or modification may be rescinded at any time if the Director determines that the public welfare is harmed in any way or that the conditions by which the approval was granted have been violated.

Applicant Signature

Date

FOR OFFICE USE ONLY

Approved Denied

Date Approved

Approved by

Title

Approvals for waivers/modifications may only be approved or permitted to continue as long as the general health, safety and welfare is not negatively impacted. If the waiver/modification is "Approved" , the approval is subject to the following conditions and may be revoked if violated:

Expiration Date of Approval (if any)

The applicant hereby affirms that they understand and agree to the terms of the agreement allowing for the granting of a modification or waiver of a condition of the Vacant Property Standards found in Chapter 9.64 of the West Hollywood Municipal Code.

Applicant Signature

Date

Applicant's Printed Name

City of West Hollywood VACANT PROPERTY CLASSIFICATION DETERMINATION

Property Owner Name

Date

Mailing Address

A site inspection was recently conducted of the vacant property located at the address listed below:

Inspection Date

Property Address

Parcel Number

Based on the observations of the City Code Enforcement Officers, this property has been determined to fall into the following classification:

STABLE [VPS]

AT-RISK [VPA]

PROBLEMATIC [VPP]

FAILED [VPF]

Based on the classification above, the following fees are required to be paid on the dates listed below:

- Stable Properties - \$740.00 (Annual)- No fee if property has never been previously registered in another classification
- At-Risk Properties - \$2,220.00 (Annual)
- Problematic Properties - \$2,220.00 (Quarterly)
- Failed Properties - \$2,220.00 (Monthly)

Amount Due	Payment Due Date
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If appropriate repairs have been performed to the property and you wish to have the property reinspected and potentially reassessed, please contact the inspecting Code Enforcement Officer using the contact information above.

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Please remit payment for the above listed amount within 15 days of the date of the invoice. Payment can be made online by visiting: <https://heartlandpaymentservices.net/WebPayments/WEHOOnlinePaymentsFees/bills>. Please select the "WEHO Accounts Receivable Invoices" option.

For more information regarding Vacant Properties and the registration process, please visit www.weho.org/vacantproperties.

Officer Name

Title

Officer Phone

Officer E-Mail