



Village of Lindenhurst

2301 E. Sand Lake Road
Lindenhurst, Illinois 60046-8934

DATE

ADDRESS

To Whom It May Concern:

The Village of Lindenhurst recognizes you as the current owner(s)/caretaker(s) of the piece of property identified as:

Venetian Village Unit No., Lot, Block

Commonly known as ADDRESS, Lindenhurst, IL 60046

and you are therefore responsible for its maintenance. If the **property has been sold and you are no longer the responsible party**, please contact this office immediately. Our records must be updated and the new owner notified.

This letter is to advise you of the Lindenhurst Vacant Property Ordinance, which requires the following:

- 1) A completed Vacant Property Registration Form (attached)
- 2) An annual registration fee of \$200
- 3) A property maintenance plan to ensure compliance with Village Property Maintenance Codes (summary attached)

For example:

- Owner will inspect interior and exterior of the property every two weeks.
- Owner will keep grass below the Village's allowable height of 8-inches.
- Owner will maintain the cultivated areas of the property.
- Owner will repair any broken windows, chipped paint, rotted wood, siding, etc.
- Owner will ensure that the home is free of any rodent or bug infestations.
- Owner will perform any other actions necessary so the interior and exterior of the property are maintained in compliance with Village codes.

The completed registration form, fee, and maintenance plan are due within 10-days of this letter. If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

Rebecca Labb
Community & Support Services Coordinator



Village of Lindenhurst

2301 E. Sand Lake Road
Lindenhurst, Illinois 60046-8934

VACANT PROPERTY REGISTRATION

Vacant Property Address:

Date Vacant:

Approximate Date of Occupancy:

Ownership Status: Individual () Partnership () Corporation () Foreclosure Pending () Foreclosed ()

Full Name of Individual Owner or Corporation:

Address:

Phone:

Date of Birth _____

Social Security Number _____

Driver's License Number _____

State Issued _____

Utilities Status

Sewer/Water ON () OFF ()

Electric ON () OFF ()

Natural Gas ON () OFF ()

In case of emergency on the premises, please list persons to be notified, in order of preference:

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

*** All Fees Must Be Paid With Application ***

Subject to corrections and approval by the Village. If approval denied, fee to be reimbursed to applicant.

NO APPLICATION WILL BE PROCESSED WITHOUT BEING FULLY COMPLETED. IF YOU LACK SPACE, USE ADDITIONAL PAPER TO COMPLETE INFORMATION AND ATTACH TO APPLICATION.

This Vacant Property Registration shall be signed by a) the property owner; or, b) the bank or corporate representative.

“I understand that Registration of this Vacant Property does not exonerate me and/or my company from compliance with all applicable codes and ordinances, nor does it preclude any of the actions the Village is authorized to take pursuant to Village Ordinance.”

Signature	Title	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For Official Use Only

Village Engineer: _____ Date: _____

Chief of Police: _____ Date: _____

Village Collector: _____ Date: _____

PROPERTY MAINTENANCE CODE SUMMARY

SUMMARY:

To facilitate in the reporting of violations, the following summary provides a general overview of the Property Maintenance Code.

The regulations pertaining to weeds and tall grass, inoperable vehicles and garbage have remained consistent. The Property Maintenance Code, as adopted, includes regulations on vacant structures; interior and exterior maintenance of structures, property and accessory buildings; lighting, plumbing, and ventilation; and fire safety.

For lighting, plumbing, ventilation, and fire safety, the permitting process allows the Village to ensure codes are adhered to, at the time of construction, the Property Maintenance Code ensures continued compliance with Village Code. Please refer these types of possible violations to the Village Hall.

Vacant Structures and land ~ All vacant structures and/or land must be maintained in a clean, secure, and sanitary so as to not cause a blight or adversely affect public health and safety. (301.3)

Exterior Property Areas ~ All exterior premises must be maintained in good repair, clean and sanitary condition, and structurally sound. (302)

Noxious Weeds ~ Any weeds such as jimson, burdock, ragweed, thistle, and cocklebur are prohibited. Grass cannot exceed 8" in height. (302.4 including local amendment)

Trees & Shrubs ~ Any dead or hazardous trees and shrubs shall be removed by the property owner. (302.41)

Accessory structures ~ Detached garages, carports, awnings, patio covers, sheds, signs and sign structures, storage buildings, benches and similar accessory structures shall be maintained structurally sound and free from deterioration. Accessory structures shall also free from chipped and peeling paint and metal structures shall be free from rust. (302.71 including local amendment)

Inoperable Motor Vehicles ~ may not be stored in public view for more than 7 days (302.8 including local amendment)

Parking on Grass ~ is prohibited. (302.8 including local amendment)

Defacement of property ~ is prohibited. The property owner must repair any markings, carvings, or graffiti immediately. (302.9 including local amendment)

Swimming Pools ~ Swimming pools must be in good repair. Pools at least 24 inches in depth a fence at least 48 inches in height and shall have self closing latches.

Exterior Structures ~ All exterior structures must be maintained in good repair, clean and sanitary condition, and structurally sound so as to not pose a threat to public health. (304.1)

All portions of the structure must be **properly anchored**. (304.1.1)

All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay resistant woods, shall be protected

from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. (304.2)

Other exterior structures such as roofs, gutters, decorative features, chimneys, porches and windows shall be in good repair and safe. (304.6-13)

Address numbers must be displayed. (304.3)

Fire escapes and stairways shall be kept free of mud, debris, snow, ice or other obstructions. (304.10.1)

Interior Structure ~ The interior of all premises must be maintained in good repair, clean and sanitary condition, and structurally sound including surfaces, stairs, doors and handrails. (305.1 - 6)

Garbage & Rubbish ~ The interior and exterior of premises must be kept free from the accumulation of all rubbish or garbage. (308.1) Garbage and rubbish is defined as cans, bottles, wood, metal, plastic, rags, boxes, paper, tires, auto parts; dismantled machinery or appliances or parts of such machinery or appliances or other household items, lumber, scrape iron, tin and other metals not neatly piled, building material or anything whatsoever that is or may become a hazard to public health and safety, or that may harbor insects, rodents or vermin infestation.

Refrigerators ~ and similar inoperative equipment shall not be discarded, abandoned, or stored on the premises without first removing the doors. (308.2.2)

Infestation ~ All premises shall be kept free from insect and rodent infestations. (309.1)

Mechanical and Electrical Requirements ~ Renters must supply **heat** of at least 68°F between October 1st and April 30th. (602.3)

FAILURE TO COMPLY:

1. Written Warning with reasonable time allowed for compliance.
2. \$50 - \$750 Ordinance Citation
(Each day after the date of the Written Warning is deemed a separate offense.)