



# **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 with fees and a written Statement of Intent.**

“**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](#).

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

<b>Step 2: PROPERTY OWNERSHIP INFORMATION</b>	
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) _____	

<b>Step 3: LOCAL PROPERTY MANAGER INFORMATION (if different from owner)</b>	
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.



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# VACANT PROPERTY CHECKLIST

Requirement	Compliant	Not Compliant	Notes
Letter of Agency on file with West Hollywood Sheriff Department.			Expires: _____
Vacant Property Registration Form.			
<b>Landscape, Vegetation, and Hardscape</b>			
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 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.			
<b>Sanitation</b>			
Free of trash and debris.			
Free of discarded furniture, equipment or appliances.			
Free of parked, abandoned, or inoperable vehicles.			
No evidence of vermin or insect infestation.			
<b>Perimeter Security</b>			
If applicable, wrought iron fence (or other approved method).			
Fence in good condition.			
If applicable, "No Trespassing" signs installed.			
Includes property owner/ manager contact info:			
If applicable, City-issued lock on gates.			
No evidence of intrusion to the interior of the property.			

<b>Structure Exterior</b>			
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.			
<b>Structure Interior</b>			
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.			
<b>Structure Security</b>			
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 VACANT PROPERTY CLASSIFICATION DETERMINATION

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

\_\_\_\_\_  
Property Address

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

**Stable**       **At-Risk**       **Problematic**       **Failed**

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

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

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\_\_\_\_\_  
Date of Inspection

\_\_\_\_\_  
Officer Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Officer Phone

\_\_\_\_\_  
Officer Email

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.

A property may move up or down through the various classifications based on the level of compliance with WHMC Chapter 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.

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\_\_\_\_\_  
Property Address

**Stable**       **At-Risk**       **Problematic**       **Failed**

Date Due:

January 1 \_\_\_\_\_

April 1 \_\_\_\_\_

July 1 \_\_\_\_\_

October 1 \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Make checks payable to: **City of West Hollywood**

If mailing, please return to:

8300 Santa Monica Blvd.  
West Hollywood, CA 90069  
Attn: Code Compliance Division

Revenue Codes:

Stable: **VPS**

At-Risk: **VPA**

Problematic: **VPP**

Failed: **VPF**

**Please return this invoice with your payment**

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# 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  
(if different from mailing address) \_\_\_\_\_

Relation to Property

- 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