



VILLAGE OF NORTHBROOK  
Department of  
Development & Planning Services

1225 Cedar Lane  
Northbrook, Illinois 60062  
847 664-4050 FAX: 847 272-5068  
[www.northbrook.il.us](http://www.northbrook.il.us)

## Vacant Building Registration

Please print clearly in ink

### A. PROPERTY INFORMATION

PROPERTY ADDRESS

*If the name or address of the owner of a vacant building changes for any reason, a new registration will be required within 15 days of the change.*

OWNER NAME

PHONE (DAYTIME)

OWNER MAILING ADDRESS (P.O. Box is not an acceptable address)

E-MAIL ADDRESS

*Provide the following information for any pending litigation in any court which concerns, affects, or relates to the property, any buildings on the property, or your ownership of the property, including but not limited to bankruptcy cases:*

CASE NAME

CASE NO. & COURT

PHONE

ATTORNEY NAME

PHONE

ADDRESS

ATTORNEY NAME

PHONE

ADDRESS

*Identify all persons other than the Owner who have a legal interest in the building or the premises. This can include but not be limited to owners, attorney (if not in foreclosure) or Real Estate Agents: (use a separate sheet if necessary):*

NAME

PHONE

EMAIL

ADDRESS

### B. CONTACT INFORMATION

*Provide the name, street address, email address & telephone number of the agent that is to be contacted regarding any identified concerns, code violations, etc. with respect to the subject property:*

NAME

PHONE

EMAIL

ADDRESS (P.O. Box is not an acceptable address)

### C. ACTION PLAN

An Action Plan must be submitted for the building and approved by the Village in accordance with Village Ordinance 07-74. The following must be provided as a minimum (see page 3)

1. Schedule concerning the routine cutting of grass on the subject property.
2. Timetable concerning the elimination of any existing public nuisances and/or identified code violations.
3. Describe any measures and a schedule for securing any openings within the structure(s).
4. If demolition of the building is proposed, a plan and time schedule concerning the proposed demolition.

### D. SIGNAGE

Appropriate signage must be affixed to all vacant buildings in a size no smaller than 2' x 2' and in compliance with all Village sign regulations. The sign must identify the following: name, address and telephone number of the owner;

In addition, for all buildings in the foreclosure process, signs must include the following: name, address and telephone number of the plaintiff and plaintiff(s) attorney, if applicable.

### E. LIABILITY INSURANCE

The owner of a vacant building must obtain and maintain Liability Insurance for as long as the building is vacant and file evidence of such insurance with the Village according to the following table:

Vacant Residential Building of One To Three Units	\$500,000
Vacant Residential Building of Four To Eleven Units	\$750,000
Vacant Residential Building of Twelve To Forty-eight Units	\$1,000,000
Vacant Residential Building of More Than Forty-eight Units	\$2,000,000
Vacant Manufacturing, Industrial, Storage, or Non-Residential Commercial Building	\$2,000,000

### F. APPLICABLE FEES

**The vacant building registration fee is \$200.00\* and is to be submitted with the completed application. Make check payable to the Village of Northbrook.**

The returned check fee is the amount of the check with an additional \$65.00 processing fee.

*\* For Finance Dept.: \$200.00 registration fee shall be placed into Acct.# 11-0000-455-01*

### G. TERM OF APPROVAL

Upon Village approval of the submitted registration, the registration will be valid for a period of one year from the date of Village approval.

### H. CERTIFICATION

I, the undersigned Owner, certify that I have read all information on this application, and that the information I have provided on this form is complete and accurate. I also understand that failure to obtain an approved Vacant Building Plan within thirty (30) days of filing the registration form or failure to comply with an approved Vacant Building Plan will constitute a violation subjecting the Owner to penalties as provided in the Municipal Code and to any remedies the Village may avail itself of as provided for in the Municipal Code, including without limitation an action to compel correction of property maintenance violations. I acknowledge and understand that this registration does not exonerate me from compliance with all applicable Village codes and ordinances, and that acceptance of this registration form by the Village does not constitute a waiver of any rights held by the Village and does not preclude any action the Village is authorized to take pursuant to the Municipal Code. I hereby consent to the service of notices by posting on the building in the event that I fail to renew this registration or fail to provide current information for the person designated to accept notice and service of process on my behalf. The full Ordinance is available on our website.

**Signature**

**Date**

**Phone**

**Email**

Office Use Only: Village Approval Status

Approved: by: \_\_\_\_\_ date: \_\_\_\_\_

Not Approved: by: \_\_\_\_\_ date: \_\_\_\_\_

## VACANT PROPERTY ACTION PLAN

PROPERTY ADDRESS

OWNER NAME

PHONE (DAYTIME)

OWNER MAILING ADDRESS (P.O. Box is not an acceptable address)

E-MAIL ADDRESS

### PROPERTY MAINTENANCE ACTION PLAN

An Action Plan must be submitted for the building and approved by the Village in accordance with Village Ordinance 07-74. The following must be provided as a minimum:

1. **Schedule concerning the routine cutting of grass on the subject property.**
2. **Timetable for eliminating any existing public nuisances and/or identified code violations.**
3. **Describe any measures and a schedule for securing any openings within the structure(s).**
4. **Description and time schedule concerning any proposed demolition activity on the property.**

***Note: attach additional sheets or documents as necessary***