



**TOWN OF HULL**  
Community Development & Planning Department

253 Atlantic Avenue  
Hull, Massachusetts 02045

781-925-3595  
Fax: 781-925-0224

**VACANT COMMERCIAL BUILDINGS REGISTRATION FORM**

(This form is required to be submitted to the Community Development and Planning Office and Building Department within seven (7) days of a commercial unit becoming "vacant". A "**vacant building**" is defined as any unoccupied nonresidential commercial or industrial real property which: (a) is not legally occupied, is abandoned, or is not used for a period of at least 90 consecutive days or longer by occupants having custody or legal right of entry to such property; or (b) which is intermittently occupied by persons with legal right of entry, but exhibits in the opinion of the Building Commissioner dilapidated walls, roof or doors which fail to prevent the entry of a trespasser for a period of more than seven days. )

<b>ANNUAL REGISTRATION FEE (check one)</b>	
	<b>Registration fee in the amount of \$250 is submitted.</b>
	<b>Request Waiver of registration fee due to financial hardship. (Evidence of financial hardship is required )</b>
	<b>Request Waiver of Registration Fee by allowing display of public art. (subject to terms and conditions below)</b>

**1. Property Information:**

Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Assessor's Map No.: \_\_\_\_\_

Assessor's Parcel No.: \_\_\_\_\_

Title Reference (Attach Copy of Deed or Transfer Certificate of Title):

Book: \_\_\_\_\_, Page \_\_\_\_\_  
(Plymouth County Registry of Deeds)

Certificate of Title No: \_\_\_\_\_  
(Plymouth County Registry District of the Land Court)

**2. Applicant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**3. Owner (if different from Applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

4. **Property Management Company** (if applicable)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

5. **Emergency Contact** (Can be reached 24/7)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

6. **Status of Commercial Building (Check one box)**

		Efforts to Rectify Vacant Status
<input type="checkbox"/>	Vacant (no tenant)	
<input type="checkbox"/>	Seasonal Commercial Property (occupied, but will be closed for 90 consecutive days)	
<input type="checkbox"/>	Condemned	
<input type="checkbox"/>	Other (Explain):	

7. **Estimated time the business space will remain vacant** \_\_\_\_\_

8. **Previous or Existing Seasonal Use** \_\_\_\_\_

9. **Square footage of business space** \_\_\_\_\_

## TERMS AND CONDITIONS

### Registration

- A. At the time of registration, and each calendar year thereafter, the owner of any vacant property shall pay to the Town an annual registration fee, as set by the Select Board pursuant to G.L. c. 40, § 22F, to cover the administrative cost of monitoring and ensuring the security and proper maintenance of such building. Failure to pay the annual registration fee shall be a violation of the bylaw, and the full fee shall be deemed an assessment resulting from a violation of the bylaw. Such fee, and any fines issued for violations of the bylaw, shall constitute a "municipal charges lien" on the property, to be collected in accordance with G.L. c.40, §58.
- B. Owners may apply for a waiver of the annual registration fee requesting waiver of some, or the entire fee on grounds of demonstrable financial hardship, or by agreeing in writing to display public art as defined herein for the term of a vacancy. Waivers for public art display will be granted only as sufficient public art is available, appropriate to the location for display, and the Town, artist, owner agree to terms of exhibition as set forth by the Community Development and Planning Department. The Community Development and Planning Department shall have no more than thirty (30) days to review and issue a determination on waiver requests.
- C. Once the building is no longer vacant, the owner must provide proof of lawful occupancy to the Community Development and Planning Department as well as the Building Department pursuant to the process outlined by such Departments. The Building Commissioner will notify Police, Fire, Municipal Light, Sewer, and Health Departments of the submitted registration of vacant building as well as the re-occupancy of the building.

### Maintenance Requirements

- A. The Building Commissioner, Police Chief, Fire Chief and the Health Director, or their designees, shall have the authority to periodically inspect the exterior and interior of any building subject to this bylaw for compliance, as authorized under the terms of registration form filed with the Building Department and Community Development Planning Department. The Building Commissioner shall have the discretionary authority to disconnect utilities immediately if a potential hazard that may be dangerous to life and limb is present.

- B. The owner of a vacant building must maintain the vacant building in accordance with all applicable local and state Sanitary Codes, Building Codes and Fire Codes, pertaining to the external/visible maintenance of the building and major system maintenance of the property.
- C. The owner of a vacant building must promptly repair all broken windows, doors, other openings and any unsafe conditions at a vacant building. Boarding up of open or broken windows and doors is prohibited except as a temporary measure allowed by Title V, Article Seven of the Vacant Commercial Buildings bylaw, unless the Building Commissioner determines that, due to vandalism or security reasons and due to circumstances out of the owner's control, the proper boarding of windows and doors is necessary for a determined period of time. Boards or coverings must be fitted to the opening size and colored to blend with the existing building color scheme.
- D. The owner must maintain the building and property for the duration of the vacancy or abandonment. The owner shall maintain the condition of the building and property so as to appear not to be vacant. Upon notice by the Building Commissioner, any accumulated trash and/or graffiti shall be removed from the property by the owner within seven (7) days. The Building Commissioner and/or his designee will document violations. The owner of any building vacant for a period exceeding six months, whose utilities have been shut off, shall have those utilities removed or cut and capped to prevent accidents and other health and safety hazards
- E. The owner may include advertising materials as they relate to property listing in the vacant space or displayed in the vacant property's street-facing windows. Such advertising materials must be approved by the Director of Community Development & Planning, or their designee. Advertising materials are not to be permitted in lieu of annual fee or approved public art display.
- F. Compliance with the vacant commercial building bylaw shall not relieve the owner of any obligations set forth in any other applicable bylaw, regulation, codes, covenant conditions or restrictions and/or association rules and regulations. In case of a conflict with these rules and regulations, the stricter of the rules and regulations shall apply.

#### **Violations and Penalties; Enforcement**

- A. Violations of any portions of the Vacant Commercial Building bylaw are punishable by a fine of \$100 per day in total.
- B. If the Building Commissioner determines the building to be unsafe, the Commissioner may act immediately in accordance with the Massachusetts State Building Code to protect public safety. Furthermore, nothing in this bylaw shall abrogate the powers and/or duties of municipal officials to act pursuant to any general statutory authority including, without limitation, G.L. c.139, § 1 et seq. and G.L. c.143, § 6 et seq.
- C. The Building Commissioner or his designee shall enforce all provisions of the Vacant Commercial Buildings bylaw and shall institute all necessary administrative or legal action to assure compliance. Any owner found to be in violation of the bylaw shall receive a written warning and a minimum of seven (7) days to remedy all violations prior to the institution of any enforcement action by the Commissioner. The Building Commissioner, acting on behalf of the Town of Hull, may also bring a civil action in a court of competent jurisdiction seeking equitable relief to enforce this bylaw. This bylaw may also be enforced through non-criminal disposition in accordance with the provisions of the Town bylaws.

I hereby certify under the penalties of perjury that all information provided on the foregoing Vacant Buildings Registration form is true and complete to the best of my knowledge.

I also certify that I have read and understand the terms and conditions listed on this form.

Signed under the pains and penalties of perjury, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Owner)

**The applicant shall** attach the following:

- \_\_\_\_\_ Completed Vacant Commercial Building Registration form
- \_\_\_\_\_ Copy of Deed or Certificate of Title
- \_\_\_\_\_ Current color pictures of the building (views of front, rear, left side & right side)
- \_\_\_\_\_ Filing fee or financial hardship evidence (if applicable)

## TO BE COMPLETED BY BUILDING COMMISSIONER

- Date Vacant Commercial Building Registration Filed: \_\_\_\_\_
- Any prior vacancies filed on this property: YES \_\_\_\_\_ NO \_\_\_\_\_ (attach copies of registration form/s)
- IF YES, provide list of any violations and/or enforcement actions:


- IF YES, provide prior of length of vacancy/vacancies:


- **ATTACHMENTS:** (place √ beside each)

\_\_\_\_\_ Prior Vacancies Re: Property (if applicable)

\_\_\_\_\_ Prior length of Vacancies Re: Property (if applicable)

- **APPLICANT HAS ATTACHED THE FOLLOWING:** (place √ beside each)

\_\_\_\_\_ Completed Vacant Commercial Building Registration form

\_\_\_\_\_ Copy of Deed or Certificate of Title

\_\_\_\_\_ Current color pictures of the building (views of front, rear, left side & right side)

\_\_\_\_\_ Filing fee or financial hardship evidence (if applicable)

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### \*\*BUILDING COMMISSIONER'S CERTIFICATION

I have reviewed this Form and, based on its contents and the information available in the Building Department's files on this date, certify that it is complete in all respects.

Date: \_\_\_\_\_

\_\_\_\_\_  
Building Commissioner, Town of Hull