Vacant Structure Maintenance Standards Checklist

☐ Clear of Weeds

Property is kept free of weeds and grass more than eight (8) inches in height.

☐ Maintenance of Landscaping

All visible front and side yards on the property are kept appropriately maintained.

☐ Removal of Trash/Misc. Items

Property is kept free of trash, junk, debris, building materials, accumulation of newspapers or mail, circulars, flyers, notices (except those required by law), discarded items (such as clothing, furniture, appliances, containers, signage, equipment, vehicles), or any other items that give the appearance that the property is abandoned.

☐ Maintenance of Water Features

Pools, spas, and other water features on the property are kept in working order so that the water remains clear and free of pollutants and debris, or is drained and kept dry and free of debris. Additionally, any pools and spas on the property are kept in compliance with City fencing and barrier requirements.

☐ Security

Property is kept in a weather-tight and secure manner and is not accessible to unauthorized persons. Windows, doors, gates, and any other openings are closed, locked, or barricaded to prevent the entry of people, animals, or wildlife. Broken windows must be repaired within seven (7) days. Boarding of windows is prohibited except as a temporary measure.

☐ Local Representative

If the property owner is located more than 50 miles away, designate a local representative to manage the property.

For more information:

**Community Development Department
Arnold City Hall
2101 Jeffco Blvd.
Arnold, MO 63010**

**(636) 282-2378
www.arnoldmo.org**

**Office Hours:
Monday - Friday, 8:00am to 4:30pm**
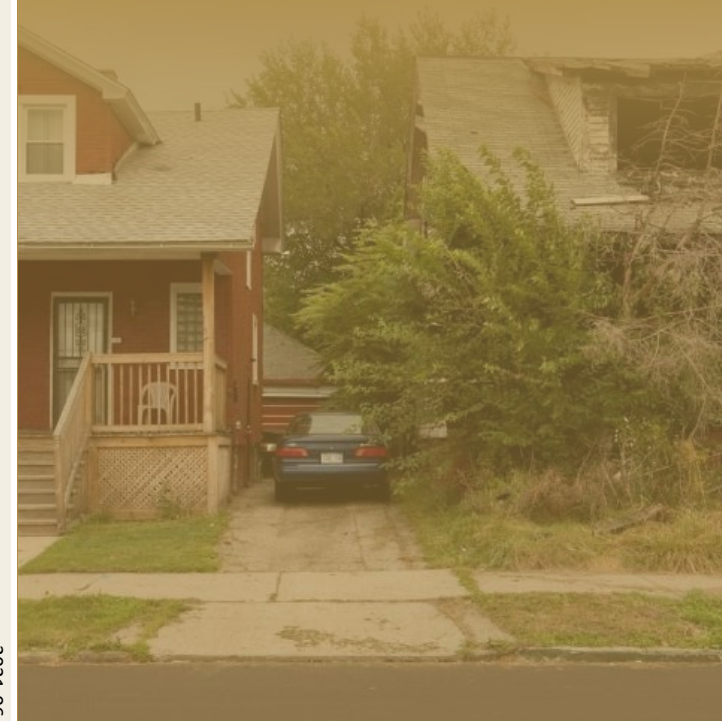
2021-06

Brochures are updated periodically. Contact the Community Development Department to determine if you have the most recent edition.

Building Department

Vacant Properties

What you need to know.

Dept. of Community Development
(636) 282-2378
www.arnoldmo.org

Effective March 1st, 2018, owners of residential and commercial property left vacant for 180 days or more are required to register the property with the City of Arnold and take steps toward assuring the property is secure, properly maintained, and not creating a hazard for the surrounding community.

Why is vacant property registration necessary?

For many years, the City of Arnold allowed a property owner to keep a building vacant as long as it was reasonably well-maintained. However, vacant or abandoned properties can be unsightly or unsafe, have adverse effects on the community, attract criminal activity or trespassers, and decrease the value of other properties in the area.

The City of Arnold's Vacant Structure Registration and Maintenance ordinance was created in order to identify and monitor these properties, as well as encourage the rehabilitation and re-occupation of vacant structures.

How do I register my vacant property?

Owners of property that has been vacant for 180 days or more are required to fill out the Vacant Structure Registration Application and complete a Statement of Intent form.

The application can be found online at arnoldmo.org or by request by calling us at (636) 282-2378.

What is a Statement of Intent form?

This form requires the property owner to put in writing the expected period of vacancy and the plan (including timeline) of lawful occupancy, rehabilitation or demolition, regular maintenance, and overall security of the property.

How much does vacant property registration cost?

$50	Initial Registration	Valid twelve (12) months
$50	First Renewal	Valid six (6) months
$50	Second Renewal	Valid six (6) months
$100	Any Subsequent Renewal	Valid six (6) months

If the property continues to be vacant for at least three (3) years, there may be a monthly fine of $50 in addition to registration renewal fees.

Registration renewal fees and monthly fines are tied to the vacant property, not the owner. If a new owner or responsible party becomes involved with the property, the 24 months does not restart.

What if I don't register my vacant property?

Any owner or responsible party that fails to comply with the registration requirements is subject to the general penalty provisions found in Section 100.140 of the City of Arnold Code of Ordinances.

The City has the right to declare non-compliant vacant structures unsafe, and may pursue actions to protect the safety, health, and welfare of Arnold residents.

What should I do after I register my vacant property?

After registering a vacant property, the owner *must* complete the following list within 14 calendar days:

1. Remove all combustible materials from the property as required by applicable fire regulations.
2. Remove all waste, rubbish, and debris on the exterior of the property and inside any structures.
3. Remove all excessive vegetation, including grass in excess of eight (8) inches in height from the yards of the vacant property.
4. Secure all windows, doors, and other openings in the structure to prohibit entry by unauthorized persons.

Please read the reverse side of this flap to learn about the Vacant Structure Maintenance Standards and ensure that your vacant property is in compliance.

What else should I know?

The property owner or responsible party is required to maintain liability insurance on registered vacant properties. Evidence of such insurance is to be filed with the City. There are minimum insurance amounts required for different types of property. Please call (636) 282-2378 or visit arnoldmo.org for more information about required liability insurance.

There are two situational exceptions to the registration requirement related to ongoing, permitted rehabilitation/construction and seasonal homes. It is the responsibility of the property owner to demonstrate the applicability of this exception to the City in order to qualify. Please call (636) 282-2378 or visit arnoldmo.org for more details.