



Registration and Maintenance of Vacant and Abandoned Commercial and Industrial Property Common Questions and Answers City of Colton Municipal Code Section 8.16

Who needs to register?

Owner/beneficiary/trustee who hold a deed of trust on a property located within the City of Colton whose property has been vacant for fifty-five (55) days or more.

When is a property considered vacant?

When the property has a building(s) that is intended for human use and is:

- A single building that has more than 35% of the total floor area not occupied. or;
- A building within a shopping center/ industrial complex on a single property that contains one or more buildings with 50% of the gross leasable area not occupied.

When is a property considered abandoned?

The property is considered vacant and have some of the following characteristics: over-grown or dead vegetation, graffiti, accumulation of trash/ mail flyers, broken or missing windows and doors, missing window coverings.

What if my property is well maintained but the building is vacant?

The property will need to be registered under the ordinance, and inspected as the building is still considered vacant and can potentially present its self a threat to the public health, safety, or welfare.

How do I register my property?

Contact Vacant and Abandoned Commercial and Industrial Property Program Coordinator at (909) 370-5186 or email building@coltonca.gov.

How much are fees?

New registration consist of a one-time \$170 charge for registration and an annual monitoring of \$465 (the monitoring fee is due no later than 90 days following vacancy per section 8.16.080(c)(2)). Yearly renewal is \$465 for property monitoring.

How long do I have to keep my property registered?

The property needs to be renewed yearly as long as the property is considered vacant and/ or abandon.

How do I remove my property from the Vacant and Abandon list?

If you believe your property does not fall or no longer falls within the Vacant and Abandoned Commercial and Industrial Property Ordinance, please contact the Program Coordinator at (909) 370-5186 or email building@coltonca.gov.

What if my property is vacant but I have plans for it?

A fee deferral may be granted if the owner:

- has obtained a building permit and is progressing diligently to repair for occupancy; or
- the building complies with City of Colton codes and the owner is actively offering it for sale, lease or rent.

What if I recently sold/ purchased the property?

- A fee deferral may be granted if registration fees were paid prior to the final inspection and/ or close of escrow of the pending sale.
- Any contact information change will need to be changed with the Program Coordinator at (909) 370-5186 or email building@coltonca.gov within ten (10) days of the change.
- Registration fees will not be prorated.

How do I request a fee deferral?

Submit a written statement on the grounds for the waiver and the owner's daytime telephone number to the Building Official within 30 days after the billing is mailed to owner.

My property is vacant, what kind of window coverings do I need to add?

Window coverings shall be of an opaque material that is compatible with the building and prevents visibility to the interior of the property, such as window film, curtains, blinds or shades.

What if my building is boarded?

Buildings shall be rehabilitated for occupancy within ninety (90) days after the building was boarded. If buildings remain vacant for a period of 90 days or more, bonding or similar security for blight prevention activities and fencing requirements may apply (Section 8.16.040).

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Abandoned Commercial/Industrial Property Program Coordinator at
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