



## **Registration and Maintenance of Vacant and Abandoned Commercial and Industrial Property Information Handout**

### **City of Colton Municipal Code Section 8.16**

Ordinance No. O-16-16, § 3, 9-6-2016 requires the registration and maintenance of vacant and abandoned commercial and industrial properties in the City of Colton. A complete copy of the Ordinance is available at the City of Colton website at [library.municode.com/ca/colton/codes](http://library.municode.com/ca/colton/codes)

This Ordinance is established to protect residential and nonresidential neighborhoods within the City from becoming blighted through the lack of adequate maintenance and management of vacant commercial and industrial buildings and properties.

#### **Registration:**

Each owner/beneficiary/trustee who holds a deed of trust on a property located within the City of Colton shall perform an inspection of the property in question prior to recording a Notice of Default or similar instrument with the San Bernardino County Recorder's Office. If the property is found to be vacant or distressed as defined by the Ordinance, the owner, beneficiary or trustee shall,

- Within ten (10) days of vacancy, register the property with the City of Colton on the form provided by the City.
- Maintain a valid registration for one (1) year, and provide subsequent registration(s) on an annual basis for as long as the property is vacant.
- Report in writing any changes of information contained in the registration within ten (10) days of the change to the City of Colton.
- Post a sign containing the name and 24-hour contact number of the property manager, with the words "This Property Managed By" and "To Report Problems or Concerns Call". Posting shall be 18" x 24" (see sample attached) and shall be of a font that is legible from a distance of forty-five (45) feet. Posting shall be printed on paper placed on the interior window facing the street to the front of the property. If no such area exists, the posting shall be on a stake of sufficient size to support the posting and constructed of weather resistant materials, at an extent not readily accessible to potential vandalism.
- If owner is unable, unfit, or incapable they shall designate a local property management company to perform weekly inspections of the property and keep property secured, and free of weeds, graffiti, dead vegetation, trash, vandalism, debris, and other items that contribute to the appearance that the property is abandoned or distressed. Visible front and side yards shall be landscaped and maintained in compliance of applicable codes and regulations.

- If deemed appropriate by the City of Colton, install a six-foot high fence and screen to protect the public safety and welfare if commercial or industrial building remains vacant for a period of (90) days or more.
- Any boarded building, whether boarded by voluntary action of the owner or as a result of enforcement activity by the city, shall cause the boarded building to be rehabilitated for occupancy within (90) days after the building is boarded and maintain compliance of applicable codes and regulations.

**For questions, please contact the City of Colton Building Division at  
(909) 370-5079 or [building@coltonca.gov](mailto:building@coltonca.gov)**