



Township of Ocean

50 RAILROAD AVENUE
WARETOWN, NJ 08758

PHONE: (609) 693-3487
FAX: (609) 693-0478

Dear Property Owner, Agent or Representative:

Pursuant to the Township of Ocean's Vacant Property Registration Ordinance 17-15 (the "Ordinance") effective January 1, 2018, every owner* of a vacant building, or any agent, individual or entity that is required to fulfill the obligations of the owner by operation of law, must complete and submit the enclosed Vacant Property Registration Statement in its entirety and pay the appropriate registration fee (i) within 30 days after the building becomes vacant, or (ii) within 30 days after assuming ownership of the vacant building, whichever is later, or (iii) within 10 days of receipt of notice by the Township of Ocean.

The Registration Statement shall remain valid for one year from the date of registration. Every owner shall be required to renew the registration annually as long as the building remains vacant and shall be required to pay a renewal fee in the amounts prescribed in **Subsection D** of the Ordinance for each vacant property registered. All initial registrations and renewals shall be due no later than January 31, 2018. Failure to submit the Registration Statement and appropriate registration/renewal fee will result in the assessment of penalties for each separate occurrence as prescribed in the Vacant Property Registration Rules and Regulations as put forth by the Township Committee.

A copy of the Vacant Property Registration Rules and Regulations and the Application can be obtained in Town Hall, or the Construction Office, or may be found on the Township's website at www.twpoceanj.gov. Please be advised that it is your responsibility to review and understand the requirements of the Ordinance and the Vacant Property Registration Rules and Regulations to ensure full compliance with the provisions thereto.

Failure to comply with those provisions will result in the assessments of significant penalties. Any unpaid penalties will result in a lien being placed on your property. If you have any questions, please contact our Code Enforcement Department at (609) 693-3487.

*Owner, as defined by the Ordinance definition: shall include the title holder, any agent of the title holder having authority to act with respect to a vacant/abandoned property, any foreclosing entity subject to the provisions of C.46:10B-51 (P.L.2008, c. 127, Sec. 17 as amended by P.L.2009, c 296) or any other entity determined by the Township of Ocean to have authority to act with respect to the property.



VACANT PROPERTY REGISTRATION

VACANT PROPERTY ADDRESS: _____

Owner(s) full name (PRINT) _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email Address: _____

Lienholder in Possession: Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email Address: _____

Authorized Agent: Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email Address: _____

Date property became vacant: _____

Acknowledgement of Responsibility: the undersigned owner/agent: 1)avows and acknowledges that the information contained herein is complete and accurate: 2)assumes responsibility for maintaining and securing subject building in conformity with Township of Ocean Codes and 3)acknowledges the responsibility to notify the Township in writing within 30 days of any changes to information contained in this registration form.

Owner/Agent _____ Signature: _____ Date: _____

Initial Registration: \$750.00 First Renewal: \$2,000.00 Second Renewal: \$3,000.00 Subsequent Renewal:\$5,000.00

Cash _____ Check _____ Amount Paid: _____ Received by: _____ Date: _____

FEE MUST ACCOMPANY APPLICATION

Make checks payable to: Township of Ocean

Mail to: Township of Ocean Clerk's Office

50 Railroad Avenue

Waretown, NJ 08758

VACANT PROPERTY MAINTENANCE PLAN

- 1) The owner or owner's agent shall perform regular monthly inspections of the property to assure compliance with the requirements of this section.
- 2) All doors, windows, and openings shall be secured
- 3) Weeds shall be removed from landscape beds, the perimeters of buildings, along fence lines and in parking lot joints and cracks.
- 4) Grass height shall be maintained no higher than 10 inches and trimmings removed from the property.
- 5) Exterior of property shall be kept free of junk & debris, including, but not limited to: newspapers, flyers, circulars, furniture, appliances, containers, equipment, auto parts, garbage, clothing, inoperable vehicles, boats, campers or any other items that give the appearance the property is vacant.
- 6) Building appurtenances must be securely attached so as not to cause blighting condition, including, but not limited to: gutters, downspouts, shutters, railings, guards, steps, awnings, canopies, signs, light fixtures, and fire escapes.
- 7) Property fencing and retaining walls shall be maintained and structurally sound. Any fence or wall with broken or hanging components shall be repaired, straightened or removed.
- 8) Pools, spas and ponds shall be drained and kept dry or kept in working order so that the water remains free and clear of pollutants and debris. Pools and spas must comply with the barrier requirements of the adopted Building Code.
- 9) The property shall be free of graffiti or similar markings by removal or painting over with a color that matches the exterior of the structure.

I certify that the above Vacant Property Maintenance Plan will be adhered to and that I am required to notify the Code Enforcement Office of any changes.

Signature of Owner/Agent

Date