



**Housing, Economic Development and Commerce
Division of Housing Code Enforcement**

Carl Czaplicki, Department Director

Edward Coleman, HCE Director

Mark Refield, HCE Assistant Director

**Jerramiah T. Healy, Mayor
CITY OF JERSEY**

Date: _____

RE: _____
Property Address

Owners Name

Owners Address

VACANT BUILDING - REGISTRATION

Dear Property Owner,

As the owner of a vacant building in the City Of Jersey City, effective **November 1, 2011**, you are required under **Chaper 254-22-3b** to register the building with the Public Officer and pay \$250.00 initial registration fee to the City Of Jersey City.

Enclosed is the registration form you are required to complete, submit the completed form with the **\$250.00 fee** within the (30) days to our office. If there are any questions feel free to contact my office.

FOR A BETTER JERSEY CITY

Ed Coleman

Ed Coleman , Public Officer



Date: _____

Property Address: _____

VACANT BUILDING - REGISTRATION

The City of Jersey City requires owners of Vacant Buildings to register with the Division of Housing Code Enforcement and has established a registration fee and must comply with The Vacant Property Maintenance Plan.

- Effective **November 1, 2011, Chapter 254-22.3b** requires the owner of any vacant property to register See Registration Statement (Below) **within (60) days** after the building becomes vacant or **within (30) days** after assuming ownership of vacant property. The registration shall remain valid for **(1-year)** from the date of registration.

(Registration Fee #250.00 ~~2011~~ The Renewal Fee #500.00 (2nd year)

- The owner shall notify the Division of Housing Code Enforcement (HCE) within (30) days of any change in the registration information by filing an amended registration statement.
- The registration statement (Below) shall be deemed prima facie proof of the statements therein contained In any administrative enforcement proceeding or court proceeding instituted by the City against the owner or owners of the building.
- The owner shall be required to renew the registration annually as long as the property remains vacant.

PROPERTY ADDRESS: _____

1. Owners Name: _____

Home Address: _____

City _____ **State** _____ **Zip** _____

Day Phone # _____

Cell # _____

Email Address: _____

2. Agents Name or Managers Name: _____

Home Address: _____

City _____ **State** _____ **Zip** _____

Day Phone # _____

Cell # _____

Email Address: _____

3. Name Of Corporation: (If Applicable) _____

Principal Owners Name: _____

Home Address: _____

City _____ **State** _____ **Zip** _____

Day Phone # _____

Cell # _____

Email Address: _____

4. Date of Vacancy _____ **Submit Proof of (Utility Connections or Disconnections)**

I Hereby Attest/Swear that the Information On this Registration is Accurate /Complete to the best of my knowledge. Principal Owners Signature: _____ **Date:** _____

#250.00 FEE MUST ACCOMPANY APPLICATION

**Make Checks Payable to City Of Jersey City
Mail To: Division Of Housing Code Enforcement
Attn: Vacant Building Bureau
30 Montgomery Street (Rm #416)
Jersey City, New Jersey 07302**

VACANT PROPERTY- MAINTENANCE PLAN

- 1) The owner of owner's agent shall perform regular weekly inspections of the property to assure compliance with the requirements of this section.
- 2) Utilities must be properly disconnected while vacant.
- 3) All doors, windows and other openings shall be secured.
- 4) Weeds shall be removed from landscape beds, the perimeter of buildings, along fence lines, and in parking lot joints & cracks.
- 5) Grass height shall be maintained no higher than (12) inches and the trimmings removed from the property.
- 6) Exterior properties 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 and campers, or any other items that give the appearance that the property is vacant.
- 7) Building appurtenances must be securely attached so as not cause blighting condition, including, but not limited to, gutters, downspouts, shutters, railings, guards, steps, awnings, canopies, signs, light fixtures, and fire escapes.
- 8) Detached signs and lighting systems shall be structurally sound, and maintained so as not to cause a blighting condition, or removed.
- 9) Property fencing and retaining walls shall be maintained structurally sound. Any fence or wall with broken or hanging components shall be repaired, straightened, or removed.
- 10) Pools, spas, and ponds shall be drained and kept dry or kept in working order so that the water remains clear and free of pollutants and debris. Pools and spas must comply with the barrier requirements of the adopted International Property Maintenance Code.
- 11) 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.
- 12) Perishables shall be removed form the interior of the structures.

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

Signature of owner

Date:

**Edward Coleman, Director
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Markr@Jcnj.org**