



Township of Saddle Brook, New Jersey

BUILDING DEPARTMENT

540 Saddle River Rd.
Saddle Brook, NJ 07663
T (201) 843-7111
F (201) 843-0697
www.saddlebrooknj.us

VACANT PROPERTY REGISTRATION FORM

All vacant properties/buildings must register with the Township of Saddle Brook in accordance with Chapter 51 "Abandoned Property" of the Saddle Brook Code. Please complete this form for each vacant property.

Section I: Street Address of Vacant Property/Building

Section II: Property Owner Information*

Owner's Name: _____

Contact Person (if owner is a business entity): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: _____ Fax No. _____

Email Address: _____

Section III: Property Maintenance

Designated Agent or Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: _____ Fax No. _____

Email Address: _____

Section IV: Fees

_____ Initial registration.....\$250
_____ First renewal.....\$500
_____ Subsequent annual renewal.....\$1,000
 (up to 5 years)
_____ Annual renewal.....\$5,000
 (after 5 years)

Applicant Signature

Date

Applicant Name (please print)

*** THE AGENT'S CONTACT INFORMATION MUST BE POSTED ON THE STRUCTURE**

Office Use Only

PAYMENT INFORMATION

Check # _____ Cash Rec. # _____ Rec'd By _____ Date _____

TOWNSHIP OF SADDLE BROOK

ORDINANCE #1595-15

**ORDINANCE ADDING CHAPTER 51 ENTITLED "ABANDONED PROPERTY"
OF THE TOWNSHIP CODE OF THE TOWNSHIP OF SADDLE BROOK**

WHEREAS, the Mayor and Council of the Township of Saddle Brook recognize the need to add Chapter 51 of the Township Ordinance to include an abandoned property policy and fee schedule as follows:

Now, therefore, be it ordained as follows:

SECTION 1.

Chapter 51, ABANDONED PROPERTY

§ 51-1. Abandoned property defined.

An "abandoned property" is hereby defined as one that has not been legally occupied for a period of six months and meets one of the following criteria:

- A. The property is in need of rehabilitation and has not been rehabilitated during the unoccupied period;**
- B. Construction has been initiated on the property in the past, but not for the six-month period;**
- C. The property has been in tax arrearage for at least one installment period; or**
- D. The property has been determined to be a nuisance by the Business Administrator, the Construction Official, the Health Officer, the Fire Subcode Official, or other public official charged with condemnation responsibilities and granted the appropriate authority (nuisance includes a finding that the property is unfit for human habitation and/or is determined to be a fire hazard or potential health and safety hazard).**

§ 51-2. Registration.

- A. All properties deemed to be "abandoned property" as defined herein, shall be required to be registered with the Township of Saddle Brook, and registered through the Township in accordance with the procedures established by the Township within 60 days of said property being an abandoned property as defined herein.**
- B. Registration information provided to the Township must include the name, address and phone number of the person who is the authorized agent of the owner for purposes of enforcement of the code.**

C. The responsible agent for the property shall be required to do the following: secure the structure, post a notice on the structure with the contact information of the agent, inspect the property monthly and submit a report of said inspection to the public official responsible for enforcement, winterize the structure, remove snow from the public walks, and adhere to the Township's property maintenance ordinance.

§ 51-3. Fee Schedule.

The initial registration fee for each building shall be \$250.00. The fee for the first renewal is \$500.00. The fee for any subsequent renewal is \$1,000.00. After five years, the registration fee shall be \$5,000.00. The initial fee shall be prorated according to the month of registration. There is no credit when a property becomes legally occupied during the renewal period. The term for each registration year shall run from January 1 to December 31 of each year, with all fees due by January 1 of that year.

Vacant and Abandoned Property Registration Fee Schedule

<u>Registration</u>	<u>Fee</u>
Initial registration	\$250.00
First renewal	\$500.00
Any subsequent renewal up to five years	\$1,000.00
After five years	\$5,000.00

§ 51-4. Establishment of list.

A. The Construction Code Official is hereby directed to identify abandoned properties within the municipality, place said properties on an abandoned property list established as provided in Section 36 of P.L. 1996, c. 62 (N.J.S.A. 55:19-55), as amended, by Section 28 of P.L. 2003, c. 210, and provide such notices and carry out such other tasks as are required to effectuate an abandoned property list as provided by law.

B. The Building Department will be responsible to collect the registration fee and maintain the registration list and collect monthly reports.

C. The Tax Collector shall send the mortgage holder of record a notice requiring the property to be registered along with the tax notice once the property taxes become delinquent.

§ 51-5. Applicability.

The abandoned property list shall apply to the Township of Saddle Brook as a whole.

§ 51-15. Public officer's responsibilities and powers.

A. The Construction Code Official, for the purpose of carrying out the responsibilities established by this article, shall have all the responsibilities and powers provided by law and shall exercise the authority granted the public officer of a municipality pursuant to P.L. 1996, c. 62 (N.J.S.A. 55:19-20 et al.).

B. Fines are to be recovered from the owner or by lien. If the maintenance requirements are not adhered to, the Township can take action to remedy the problem and bill or impose liens for the cost resulting from those actions.

C. Any fines shall be established by the Construction Code Official and shall be no less than \$250.00 and no more than \$1,000.00.

SECTION 2.

All other parts, portions and provisions of the Township of Saddle Brook Code, be and the same, are hereby ratified and confirmed, except where inconsistent with the terms thereof. In the event of any such inconsistency, the terms of this Ordinance shall be deemed to govern.

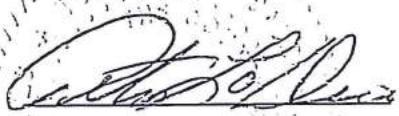
SECTION 3.

The terms of this Ordinance are hereby declared to be severable; should any part, portion or provision hereof be declared invalid or unconstitutional, said finding shall not affect any other part, portion or provision thereof.

SECTION 4.

This Ordinance shall take effect immediately upon final passage and publication according to law.

ATTEST:



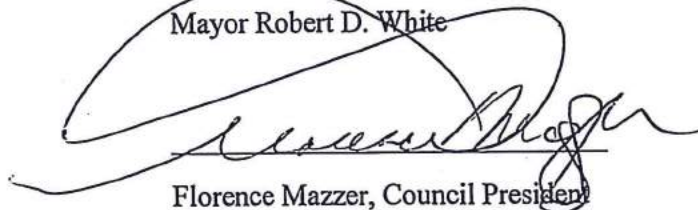
Peter LoDico, Township Clerk

APPROVED:

TOWNSHIP OF SADDLE BROOK



Mayor Robert D. White



Florence Mazzer, Council President

Adopted: May 7, 2015