



Housing, Economic Development and Commerce

Division of Housing Code Enforcement

*Edward Coleman, HCE Director
Mark Redfield, HCE Assistant Director*

CITY OF JERSEY

Date: _____

RE: _____
Property Address

Owners Name

Owners Address

VACANT BUILDING -RENEWAL NOTICE

Dear Property Owner,

As the owner of a vacant building in the City Of Jersey City, effective **November 1, 2011**, you are required under **Chapter 254-21-3b** to register the building with the Public Officer and pay a **\$500.00 Renewal Fee, to the City of Jersey City.**

Enclosed is the registration form you are required to complete, submit the completed form with the **\$500.00 Fee** within the (30) days to our office. If there are any questions feel free to contact my office.

In addition, please submit to my attention an update as to the status of your vacant property.

FOR A BETTER JERSEY CITY

Edward Coleman
Ed Coleman, Public Officer

\$500.00 RENEWAL FEE MUST ACCOMPANY THE RENEWAL 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
Tele# (201) 547-4824
Edco@Jcnj.org

Mark Redfield, Asst Director
Tele# 201-547-4562
Markr@Jcnj.org



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 254-21.3b** 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 ~~was~~ 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: _____