

# HIGH BRIDGE

## BOROUGH

Hunterdon County, New Jersey

97 West Main St, High Bridge NJ 08829

[www.highbridge.org](http://www.highbridge.org)

908-638-6455

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## VACANT PROPERTY REGISTRATION

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Please be advised that your property has been deemed vacant by the Borough of High Bridge. You are hereby notified that in accordance with Borough Ordinance 2014-8 that you are required to register your property with the Borough, pay the appropriate fee, and maintain your property to the standards of the Borough Land Use Ordinances.

Ordinance 2014-8, amending the Borough Code and inserting Chapter 276 of the Borough of High Bridge requires for the public health and safety Owners of Vacant Property to register with the Public Officer. Ordinance 2015-27 further amends Ordinance 2014-8.

**Finding of Public Officer:** Date of Notice \_\_\_\_\_

Vacant for >6 Months  Delinquent taxes  Nuisance Property  Abandoned in accordance with NJSA 55:19-80  
 Placed on Abandoned Property List

*VACANT PROPERTY- any building used or to be used as a residence which is not legally occupied or at which substantially all lawful construction operations or residential occupancy has ceased, and which is in such condition that it cannot legally be reoccupied without repair or rehabilitation, including but not limited to any property meeting the definition of abandoned property in N.J.S.A. 55:19-80*

It has been determined by the Borough that when it comes to vacant property:

- In many cases, the owners or responsible parties of these structures are neglectful of them, are not maintaining or securing them to an adequate standard or restoring them to productive use.
- It has been established that vacant and abandoned structures cause severe harm to the health, safety and general welfare of the community, including diminution of neighboring property values, increased risk of fire and potential increases in criminal activity and public health risks.
- The Borough incurs disproportionate costs in order to deal with the problems of vacant and abandoned structures, including but not limited to, excessive police calls, fire calls, utility emergencies, and property inspections.
- It is in the public interest for the Borough to establish minimum standards of accountability on the owners or other responsible parties of vacant and abandoned structures in order to protect the health, safety and general welfare of the residents of the Borough
- It is in the public interest for the Borough to impose a fee in conjunction with registration of vacant and abandoned structures in light of the disproportionate costs imposed on the Borough by the presence of these structures

*You are advised that if the residence is supplied water by the Borough and the water has not been turned off to your premises it will be shut off after 30 days of the date of this notice. You are directed to protect whatever systems that might be damaged due to no water being delivered to the vacant residence.*

Each property having a separate block and lot number as designated in official records of the municipality shall be registered separately.

The registration statement shall include the name, street address, telephone number, and email address (if applicable) of a person 21 years or older, designated by the owner or owners as the authorized agent for receiving notices of

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code violations and for receiving process in any court proceeding or administrative enforcement proceeding on behalf of such owner or owners in connection with the enforcement of any applicable code; and the name, street address, telephone number, and email address (if applicable) of the firm and the actual name(s) of the firms individual principal(s) responsible for maintaining the property. The individual or representative of the firm responsible for maintaining the property shall be available by telephone or in person on a 24 hour per day, seven-day per week basis. The two entities may be the same or different persons. Both entities shown on the statement must maintain offices in the state of New Jersey or reside within the state of New Jersey.

Please correct any information and fill in requested information:

<b>Property Location Street Address:</b>	<b>Block</b>	<b>Lot</b>
<b>Property Owner Name:</b>		
<b>Owner Address:</b>		
<b>Address line 2:</b>		
<b>City, State, Zip code:</b>		
<b>Owner or Owners Agent 24 Hour Emergency Contact Phone Number:</b>		
<b>Owners Email Address:</b>		
<b>Owners Agent (if applicable):</b>		
<b>Agents Address::</b>		
<b>Agents Email Address:</b>		
<b>Maintenance Company (if any):</b>		
<b>Maintenance Company Phone Number:</b>		

**Vacant Property Registration Fee Schedule:**

Initial Registration	\$ 500.00
First Renewal	\$1,500.00
Second renewal	\$3,000.00
Subsequent renewal	\$5,000.00

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**Type of Registration:**

- Initial
- First Renewal
- Second Renewal
- Third Renewal
- Subsequent Renewals

**Payments should be made to:** Borough of High Bridge  
97 West Main Street, High Bridge NJ 08829

### **REQUIREMENTS OF OWNERS OF VACANT PROPERTY.**

The owner of any building that has become vacant property, and any person maintaining or operating or collecting rent for any such building that has become vacant shall, within thirty (30) days thereof:

- (1) Enclose and secure the building against unauthorized entry as provided in the applicable provisions of the Borough Code, or as set forth in the rules and regulations supplementing those codes; and
- (2) Post a sign affixed to the building indicating the name, address and telephone number of the owner, the owner's authorized agent for the purpose of service of process (if designated pursuant to subsection 145-45 of this Article), and the person responsible for the day-to-day supervision and management of the building, if such person is different from the owner holding title or authorized agent. The sign shall be of a size and placed in such a location so as to be legible from the nearest public street or sidewalk, whichever is nearer, but shall be no smaller than eight (8) inches by ten (10) inches; and
- (3) Secure the building from unauthorized entry and maintain the sign until the building is again legally occupied or demolished or until repair or rehabilitation of the building is complete; and
- (4) Ensure that the exterior grounds of the structure, including yards, fences, sidewalks, walkways, right-of-ways, alleys, retaining walls, attached or unattached accessory structures and driveways, are well-maintained and free from trash, debris, loose litter, and grass and weed growth; and
- (5) Continue to maintain the structure in a secure and closed condition, keep the grounds in a clean and well-maintained condition, and ensure that the sign is visible and intact until the building is again occupied, demolished, or until repair and/or rehabilitation of the building is complete.

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### VIOLATIONS.

- a. Any person who violates any provision of this Article or of the rules and regulations issued hereunder shall be fined not less than \$100.00 and not more than \$1,000.00 for each offense. Every day that a violation continues shall constitute a separate and distinct offense. Fines assessed under this chapter shall be recoverable from the owner and shall be a lien on the property.
- b. For purposes of this section, failure to file a registration statement within 30 calendar days after a building becomes vacant property or within 30 calendar days after assuming ownership of a vacant property, whichever is later, or within 10 calendar days of receipt of notice by the municipality, and failure to provide correct information on the registration statement, or failure to comply with the provisions of such provisions contained herein shall be deemed to be violations of this ordinance.

### **FALSE STATEMENT PENALTIES CERTIFICATION**

Any person who makes or causes to be made, a false, deceptive or fraudulent statement in the statement or answers in response to the questionnaire, or in the course of any hearing hereunder, shall be guilty of a misdemeanor, and upon conviction shall be punishable by a fine of not less than \$100.00 nor more than \$1,000.00, and/or, in the case of an individual or an officer or employee charged with the duty of responding to the questionnaire for a person, firm, co-partnership, association or corporation, by such fine or by imprisonment, not exceeding 6 months, or both.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Sworn and subscribed to before me on

this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Notary ID# and Expiration Date

\_\_\_\_\_  
Notary Print Name