

# SUSSEX BOROUGH

2 Main Street  
Sussex, NJ 07461  
Email: [tsmith@sussexboro.com](mailto:tsmith@sussexboro.com)

(973) 875-4831  
Fax (973) 875-6261  
Website: [www.sussexboro.com](http://www.sussexboro.com)

## VACANT/ABANDONED PROPERTY REGISTRATION FORM

(Please Print Legibly or Type)

The Borough of Sussex requires owners of "vacant" properties (as defined on reverse side of this form) to register with the Borough of Sussex and comply with the "Vacant and Abandoned Properties" Ordinance 2016-26 and "Fees for Registrations and Renewal Registrations of Vacant Properties" Ordinance 2016-27.

Effective December 6, 2016, Ordinance 2016-26 requires the owner of vacant property (as defined on reverse side of this form) to register within thirty (30) days after the building becomes vacant or within thirty (30) days after assuming ownership of the vacant property. The registration shall be valid until the end of the calendar year in which it is filed, except for the initial registration, which shall be valid at no cost for six months after it is filed. The annual renewal shall be completed by January 31<sup>st</sup> of each year the property is vacant.

<b>Initial Registration Fee --</b>	<b>\$0.00 (first 6 months)</b>
<b>First-time registration fee</b> <b>(for balance of calendar year</b> <b>after first six months) --</b>	<b>\$250.00</b>
<b>2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Annual Renewal Fee --</b>	<b>\$500.00 each renewal</b>
<b>Subsequent Annual Renewal Fee --</b>	<b>\$5,000.00 each renewal</b>

\* The owner shall notify the Borough Clerk within thirty (30) days of any change in the registration information by filing an amended registration statement on a form provided by the Borough Clerk for such purpose.

\* The registration statement shall be prima facie proof of the statements contained therein in any administrative enforcement or court proceeding instituted by the Borough against the owner.

\* The owner shall be required to renew the registration by January 31<sup>st</sup> of each year so long as the property remains vacant.

PROPERTY ADDRESS: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Name & Address of Property Owner: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name & Address of Responsible Party (must be a natural person, at least 21-years old & available on an emergency basis):  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number (must be accessible 24 hours/day, 7 days/week): \_\_\_\_\_

Name, Address and Phone Number for Person Responsible for Maintaining and Securing Property (if different from Owner and Responsible Party listed above):  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ (Owner)

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

*Below to Be Completed by Borough Clerk:*

Initial Registration: \_\_\_\_\_  
First Time Registration: \_\_\_\_\_  
2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> Annual Renewal \_\_\_\_\_  
Subsequent Annual Renewal \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Collected By: \_\_\_\_\_ Date: \_\_\_\_\_

## **DEFINITIONS from Sussex Borough Ordinance Section 12-5.1:**

**Vacant Property-** A building that was or is used or whose purpose is to be used as a residence which is not legally occupied or at which substantially all lawful construction operations or residential occupancy has ceased for a period of at least three months; and/or commercial property that has not been legally occupied or at which substantially all lawful construction operations have ceased for a period of at least three months, and which exhibits evidence of vacancy such that a reasonable person would believe that the property is vacant. Alternatively, property which is "abandoned property" as defined (below) is vacant property. A property that contains all building systems in working order, is being maintained on a regular basis, has not been cited by the Borough for any violation of municipal ordinance within such time as it is unoccupied and is being actively marketed by its owner for sale or rental shall not be deemed vacant.

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**Abandoned Property-** Is defined in accordance with the Abandoned Properties Rehabilitation Act, N.J.S.A. 55:19-78, et seq., and means the following:

(1) Except as provided in Section 6 of P.L. 2003, c. 210 (N.J.S.A. 55:19-83), any property that has not been legally occupied for a period of six months and which meets any one of the following additional criteria may be deemed to be abandoned property on a determination by the Public Officer that:

(A) The property is in need of rehabilitation in the reasonable judgment of the Public Officer, and no rehabilitation has taken place during that six-month period;

(B) Construction was initiated on the property and was discontinued prior to completion, leaving the building unsuitable for occupancy, and no construction has taken place for at least six months as of the date of a determination by the Public Officer pursuant to this section;

(C) At least one installment of property tax remains unpaid and delinquent on that property in accordance with Chapter 4 of Title 54 of the Revised Statutes (see N.J.S.A. 54:4-1 et seq.) as of the date of a determination by the Public Officer pursuant to this section; or

(D) The property has been determined to be a nuisance by the Public Officer in accordance with Section 5 of P.L. 2003, c. 210 (N.J.S.A. 55:19-82).

(2) A property which contains both residential and non-residential space may be considered abandoned pursuant to P.L. 2003, c. 210 (N.J.S.A. 55:19-78 et seq.) so long as two-thirds or more of the total net square footage of the building was previously legally occupied as residential space, none of the residential space has been legally occupied for at least six months at the time of the determination of abandonment by the Public Officer and the property meets the criteria of either subparagraph (1)(A) or (1)(D) of the definition of "Abandoned Property" set forth (herein).