



Office of the Borough Clerk

Municipal Building
505A Howard Street
Riverton, NJ 08077
(T): 856.829.0120 (F): 856.829.1413

Date of Application: _____

Vacant Property Registration Application

Effective April 1, 2013, Ordinance 2013-3 requires the owner of any vacant property to register within sixty (60) days after the building becomes vacant or within thirty (30) days after assuming ownership of vacant property. The registration shall remain valid for one (1) year from the date of registration.

- Initial Registration Fee \$250.00
- First Renewal Fee \$500.00
- Any Subsequent Renewal Fee \$750.00

The owner shall notify the Riverton Municipal Clerk within thirty (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 enforcement proceeding or court proceeding instituted by the Borough of Riverton 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.

The owner shall be required to provide access to the Borough to conduct an exterior and, if deemed necessary for safety reasons, an interior inspection to determine compliance with Borough and Construction Codes, following reasonable notice during the period of initial registration or any subsequent renewal.

The owner shall 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 section three of this ordinance), and the person responsible for 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 to be legible from the nearest public street or sidewalk whichever is nearer, but shall be no smaller than 15" x 17".

The owner must attach proof of liability insurance as required under section 5 (4) of this ordinance.

PROPERTY ADDRESS: _____

Date of Vacancy: _____ Submit proof of (utility connections or disconnections)

Please PRINT OR TYPE all information. P.O. BOX ADDRESS WILL NOT BE ACCEPTED.

1. Owner's Name:		
Home Address:		
City, State, Zip:		
Day Phone:		
Cell Phone:		
E-mail Address:		
2. Agent or Manager Name (21 & older):		
Home Address:		
City, State, Zip:		
Day Phone:		
Cell Phone:		
E-mail Address:		
3. Name of Corporation (if applicable):		
Principal Owner's Name:		
Home Address:		
City, State, Zip:		
Day Phone:		
Cell Phone:		
E-mail Address:		

I Hereby Attest/Swear that the information contained on this Vacant Property Registration is accurate and complete to the best of my knowledge and that I am required to notify the Riverton Code Enforcement Official, Mary Lodato, of any changes.

Principal Owner's Signature: _____ Dated: _____



The initial \$250.00 registration fee must accompany application; make checks Payable to Borough of Riverton:

Mailing Address: Borough of Riverton
Office of the Borough Clerk
505A Howard Street
Riverton, NJ 08077

I certify that the above Vacant Property will adhere to the Borough of Riverton Ordinance 2013-3 concerning Maintenance of Vacant and Abandoned Properties, Registration Requirements and Fees and Property Maintenance Rules and Regulations.

Signature: _____ Date: _____

Property Maintenance Rules and Regulations as authorized by Ordinance 2013, Section 6:

1. Properties shall be kept free of all weeds, dry bushes, dead trees, vegetation, junk, debris, building material and garbage. Furthermore, there shall not be permitted any accumulation of flyers, notices, or discarded personal items of any sort that give the appearance that the property is vacant or abandoned. The property owner shall be responsible for the removal of any graffiti. Front, side and rear yards shall be kept properly landscaped according to existing housing standards and regulations and grass shall be regularly cut to 8 inches in heights. Walks and other paved areas shall be kept clean and free of litter, dirt, mud, ice snow or other conditions, hazardous to pedestrians.
2. Unoccupied or vacant buildings shall not be utilized for storage of any materials, whether solid or liquid, including the yard portion of that property.
3. When a vacant building is found to be infested with rats, termites, roaches or any other insects or vermin, the owner or operator shall provide for the extermination and prevention of such nuisance.
4. Every foundation, exterior wall or exterior roof of an unoccupied or vacant building shall be weather-tight, water-tight and rodent-proof and locked and shall be kept in sound condition and good repair and shall be safe to use and capable of supporting a load which normal use may cause to be placed thereon.
5. Every floor, interior wall and ceiling of an unoccupied or vacant building shall be substantially rodent-proof and shall be kept in such condition and good repair, and shall be safe to use and capable of supporting a load which normal use may cause to be placed thereon.
6. Every window, exterior door and basement or cellar door and hatchway of an unoccupied or vacant building shall be weather-tight water-tight and rodent-proof and locked and shall be kept in sound working condition and good repair.
7. Every inside and outside stair, porch and any appurtenance thereto of an unoccupied or vacant building shall be safe to use and capable of supporting a load that normal use may cause to be placed thereon and shall be kept in sound condition and good repair.
8. Every yard of an unoccupied or vacant building shall be properly graded so as to prevent the accumulation of stagnant water.
9. There shall be a control method of disposing of water from roofs of an unoccupied or vacant building by use of gutters and downspouts which shall be installed and maintained in sound condition, free of leaks and obstructions.
10. Every dwelling, cellar, basement and crawlspace of an unoccupied or vacant building shall be maintained reasonably free from dampness.
11. The exterior of every structure or accessory structure of an unoccupied or vacant building shall be maintained free of broken windows, loose shingles, crumbling stone or brick or excess peeling paint.
12. The exterior of the premises and the condition of accessory structures of an unoccupied or vacant building shall be maintained so that the appearance of the premises and all buildings thereof shall reflect the level of maintenance in keeping with the standards of the neighborhood in such that the appearance of the premises and structure shall not constitute a blighting factor for adjoining property owners leading to the progressive deterioration and downgrading of the neighborhood with the accompanying diminution of property values.
13. All doors and/or lids on appliances, furniture utilized for storage or on heating furnaces located on the premises of an unoccupied or vacant building shall be locked in order to deny entry to any individuals where the potential for physical harm or death may result should said door close to prevent the individual's escape.
14. All pools, ponds and/or other bodies of standing water located on the premises of an unoccupied or vacant building shall be drained or properly cleaned and maintained so as to prevent the breeding or existence of mosquito larvae or other nuisances and properly protected by a fence, if required under Chapter 114 of the Code of the Borough of Riverton.

Any questions concerning the above ordinance and regulations should be directed to Mary Lodato, Riverton Borough Code Enforcement Official at (856) 829-9559 ext. 5 or e-mail: mlodato@riverton-nj.com