

# Borough of Mount Ephraim

## Construction/Code Enforcement Office

121 S. Black Horse Pike – Mt. Ephraim, NJ 08059  
Phone: 856-931-1546 ext. 205 - Fax: 856-931-5167

### VACANT PROPERTY REGISTRATION

Date applied: \_\_\_\_\_

Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

#### OWNER INFORMATION:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
(Required)

#### APPLICANT INFORMATION:

Signature of Applicant: \_\_\_\_\_ Written Name: \_\_\_\_\_  
(Owner or authorized agent) If different than owner name

Address of Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_  
If different from owner address

#### FIRM RESPONSIBLE FOR MAINTAINING THE PROPERTY:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Contact must be available 24-7)

Address: \_\_\_\_\_ Email: \_\_\_\_\_  
(Required)

#### Annual Vacant Property Registration Fee Schedule:

Foreclosure Only: \$500.00  
Add'l Fee - Vacant/Abandoned: \$2000.00

Total Due: \_\_\_\_\_

If property becomes vacant/abandoned initial registration, you must submit the additional payment of \$2000.00.

#### Payment Method:

Amount: \$ \_\_\_\_\_

Check #: \_\_\_\_\_ Cash: \_\_\_\_\_

Paid: \_\_\_\_\_ Initials \_\_\_\_\_

OFFICE USE ONLY

#### NOTE: This registration is valid for ONE year.

→ Owner is required to renew the registration annually for as long as the building remains a vacant property ←  
→ If any information changes, please file a new form with amendments within 30 days ←

#### **406-4 Access to vacant properties.**

The owner and/or operator of any vacant property registered under this chapter shall provide access to the Borough to conduct exterior and interior inspections of the building to determine compliance with municipal codes, upon reasonable notice to the property owner and/or operator or the designated agent. Such inspections shall be carried out at any time as may be mutually agreed upon between the owner and/or operator and the Borough.

#### **406-6 Requirements of owners and operators of vacant properties.**

The owner and/or operator 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 30 days thereof:

B. Post a placard affixed to the building indicating the name, address and telephone number of the owner and/or operator, the owner and/or operator's authorized agent for the purpose of service of process (if designated pursuant to § 406-5 above), and the person responsible for the day-to-day supervision and management of the building, if such person is different from the owner and/or operator holding title or authorized agent. The placard shall be 24 inches by 24 inches minimum in size with a red background, white letters, and a white reflective border. The letters and border shall have a 2-inch minimum stroke and said placard shall be placed in such a location so as to be legible from the nearest public street or sidewalk, whichever is nearer. Placards shall bear the date of their application to the building and the date of the most recent inspection.

C. A second placard, pursuant to the placard regulations in Section 406-6(B), shall be placed on the building bearing the following markings:

1. [ ] This symbol shall mean that the structure had normal structural conditions at the time of marking.
2. [N] This symbol shall mean that structural or interior hazards exist and interior firefighting or rescue operations should be conducted with extreme caution.
3. [X] This symbol shall mean that structural or interior hazards exist to a degree that consideration should be given to limit firefighting to exterior operations only, with entry only occurring for known life hazards.
4. Vacant marker hazard identification symbols: The following symbols shall be used to designate known hazards on the vacant building marker. They shall be placed directly above the symbol.
  - a) 4.1. R/O—Roof open.
  - b) 4.2. S/M—Stairs, steps and landing missing.
  - c) 4.3. F/E—Avoid fire escapes.
  - d) 4.4. H/F—Holes in floor.

**NOTE: 406-6(C) Placard requirement will be provided upon completion of inspection by the Code Enforcement Officer**