



TOWNSHIP OF MOUNT OLIVE

Department of Planning / Zoning

VACANT/ABANDONED/FORCLOSED PROPERTY REGISTRATION

Property Address

Date

☐ VACANT/ABANDONED PROPERTY

☐ FORECLOSED PROPERTY

Dear Property Owner/Agent:

As the owner/agent of a vacant/abandoned or foreclosed building in the Township of Mount Olive, you are required pursuant to Chapter 302, Article III of the Township Code to register your property with the Department of Planning and pay a registration fee to the Township of Mount Olive.

Please complete and submit the attached registration form with the appropriate information and fee(s) made payable to the Township of Mount Olive within thirty (30) days of the date of this Notice to the Department of Planning at the address below.

The completed and approved registration shall remain valid for the remainder of this calendar year. Thereafter, the owner/agent shall be required to renew the registration annually for as long as the building remains vacant/abandoned or in foreclosure and shall pay a registration or renewal fee in the appropriate amount as set forth in Chapter 302 for each vacant/abandoned or foreclosed property to be registered.

The owner/agent must notify the Department of Planning within 30 days of any change in its registration information of statements by filing an amended registration form.

If you have any questions, please feel free to contact my office.

Chuck McGroarty, PP/AICP

Mailing Address: P.O. Box 450, Budd Lake, N.J. 07828
Physical Address: 204 Flanders-Drakestown Road, Budd Lake, N.J. 07828
(973) 691-0900 (Fax) 973-691-0550
cmcgroarty@mtolivetwp.org



TOWNSHIP OF MOUNT OLIVE

Department of Planning / Zoning

PROPERTY INFORMATION

Property Address: _____

Block: _____ Lot: _____

Initial date of vacancy / abandonment/ foreclosure: _____

OWNER INFORMATION

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

FINANCIAL INSTITUTION/BANK INFORMATION

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

PROPERTY MAINTENANCE INFORMATION

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

AUTHORIZED AGENT INFORMATION

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

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REGISTRATION & FEES:

- Vacant/Abandoned Property:

_____	Initial registration	\$250.00
_____	First Renewal	\$500.00
_____	Subsequent fee up to five years	\$1,000.00
_____	After five years	\$5,000.00

- Foreclosed Property:

_____	Annual registration	\$500.00
_____	Additional Fee if property is (or becomes) vacant/abandoned	\$2,000.00

Failure to comply, including failure to appoint a New Jersey based representative, may result in penalties per § 302-57(g) and (h).

An emergency contact person having the authority to act and respond to the needs of the registered property must be available on a 24 hour per day, 7 day per week basis:

Emergency Contact Person: _____

Telephone Number: _____

PROPERTY DESCRIPTION

Residential (# Units): _____ Commercial (GFA): _____

Industrial (GFA): _____

REQUIREMENT FOR OWNERS OF VACANT AND ABANDONED PROPERTY:

- With the exception of vacant or abandoned single family dwellings, post a sign, affixed to the inside of the building indicating the name, address and telephone number of the owner, the owner's authorized agent for the purpose of service of process, 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 15 inches by 17 inches
- Enclose and secure the building against unauthorized entry as provided in the application provision of the Township Code and maintain the sign required by this section until the building is again legally occupied or demolished or until repair or rehabilitation of the building is complete
- Make provision for the maintenance of the lawn and yard, including regular grass cutting as required by the applicant provisions of the Township Code
- Make provision for the cessation of the delivery of mail, newspapers, and circulars to the property, including having the property listed on the exclusion list maintained by the Township for the delivery of circulars and advertisements to the property
- Make provision for the winterizing of the property by the cessation of water service to the property and the draining of water lines; other than buildings with a fire sprinkler system.

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