



## TOWNSHIP OF BERKELEY HEIGHTS

29 Park Avenue  
Berkeley Heights, NJ 07922

Phone: (908) 464-2700  
Fax: (908) 464-6081

### VACANT PROPERTY FEE EXEMPTION FORM

#### INSTRUCTIONS:

- Please complete this form for each vacant property. Each Block and Lot is considered a separate property and MUST file a separate registration.
- Vacant Property Registration and Renewals shall be made in accordance with §8.57.
- Vacant Property Fee Exemption is ONLY granted upon approval by the Construction Official.

#### According to the Code of the Township of Berkeley Heights (§8.57):

- G. Any Owner of Vacant Property who intends to restore the property to occupancy following the initial registration shall file a detailed plan for restoration of the property to habitable condition on a form issued by the Township Administrator together with an amended registration statement.
- a. During the restoration period, the Owner shall be exempt for a period of twelve months from payment of the Vacant Property registration fee(s) as long as the property is being actively restored but shall comply with all other laws, regulations and municipal ordinances. Exception will terminate if the restoration activity ceases.
  - b. In the event the property has not been approved for occupancy at the end of the twelve-month period, the Owner shall be liable for any fees waived. The Construction Official may extend the waiver of the registration fee for not more than one additional twelve-month period in response to a written request by the property owner, prior to the expiration of the initial twelve-month period, where the Construction Official finds compelling conditions existed outside the owner's control which inhibited the Owner from restoring the property within the initial twelve-month period.

---

#### **SECTION 1: ADDRESS OF VACANT PROPERTY/BUILDING**

Street Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qualification: \_\_\_\_\_



---

**SECTION 4: CERTIFICATION**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ hereby request to register the vacant property/building listed above and acknowledge that the information above is complete and accurate. In accordance with Chapter 8.57 of the Code of the Township of Berkeley Heights, I agree to notify any future owner of this vacant building registration. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

State of \_\_\_\_\_

County of \_\_\_\_\_

On this the \_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_, the undersigned personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

---

**SECTION 5: APPROVAL**

I Recommend:     (    ) Approval   (    ) Disapproval

Date of Exemption:                   \_\_\_\_\_

Expiration Date of Exemption:       \_\_\_\_\_

\_\_\_\_\_  
Construction Official