



The Borough of Clifton Heights

Department of Code Enforcement & Community Development

VACANT PROPERTY REGISTRATION PROCEDURES AND FACT SHEET

Ordinance No. 861, Enacted May 22, 2018.

Applies to properties vacant for more than thirty (30) days.

Applies to all types of properties, including residential, commercial, and industrial.

Registration application and registration fees are due within 30 days of notice and must be submitted by September 15th each year.

An in-state property manager must be designated, and contact information provided.

The department may conduct property inspections, as deemed appropriate by the Chief Code Enforcement Officer. A \$130 inspection fee per building will be assessed to the property owner.

Unpaid registration and/or inspection fees may be imposed as a lien against the property.

The Department of Code Enforcement & Community Development is responsible for the enforcement of this ordinance.

Appeals may be made in writing to Clifton Heights Borough Council, the property owner will have the burden of proving satisfactory objective proof of "occupied" status as defined in the ordinance.

Please contact Chief Code Enforcement Officer, John Gould with any questions or concerns.