**ASHLEY BOROUGH**

**VACANT PROPERTY STATEMENT**

**ADDRESS OF VACANT PROPERTY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROPERTY PARCEL NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IS THE STRUCTURE: SINGLE FAMILY HOME \_\_\_\_\_\_\_\_ MULTI-FAMILY \_\_\_\_\_\_\_**

**BUSINESS \_\_\_\_\_\_\_ TYPE OF BUSINESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HOW MANY APARTMENTS OR TENANT SPACES IN STRUCTURE \_\_\_\_\_\_\_\_**

OWNER’S NAME MUST MATCH NAME ON FILE WITH LUZERNE COUNTY TAX OFFICE

LLC’S , PARTNERSHIPS , CO-OWNERS MUST LIST ALL OWNER’S NAMES ADDRESS AND PHONE

NUMBERS, ADD ADDITIONAL PAGES FOR EACH OWNER AS NEEDED

**OWNER’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OWNER’S ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OWNER’S CITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE \_\_\_\_\_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OWNER’S EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OWNER’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OWNER’S ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OWNER’S CITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE \_\_\_\_\_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OWNER’S EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**THIS REGISTRATION INFORMATION IS TO BE NOTARIZED AND RETURNED WITH THE REGISTRATION FEE TO :**

**ASHLEY BOROUGH CODE ENFORCEMENT**

**49 CEMETERY STREET**

**ASHLEY, PA. 18706**

**SIGNATURE OF OWNER / OWNERS:**

**PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_**

**PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_**

 **NOTARY SIGNATURE AND SEAL : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **ASHLEY BOROUGH VACANT PROPERTY ORDINANCE 1-2013**

**REGISTRATION AND VIOLATION**

**ADDRESS OF VACANT PROPERTY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROPERTY PARCEL NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 3 : ARTICLE C:**

**REGISTRATION SHALL BE REQUIRED FOR ALL VACANT BUILDINGS AND PARCELS. WEATHER VACANT AND OPEN, OR VACANT AND BOARDED, AND SHALL BE REQUIRED WHENEVERANY BUILDING HAS REMAINED VACANT FOR 45 CONSECUTIVE DAYS OR MORE. THE ORDINANCE SHALL NOT APPLY TO ANY BUILDING OWNED BY THE UNITED STATES GOVERNMENT, THE STATE, AND THE BOROUGH NOR TO ANY OF THEIR RESPECTIVE AGENCIES OR SUBDIVISIONS.**

**SECTION 4 ARTICLE C :**

**THE OWNER OF A VACANT PROPERTY SHALL BE RESPONSIBLE FOR THE PAYMENT OF THE NON-REFUNDABLE REGISTRATION FEE. SAID FEE SHALL BE BILLED BY THE BOROUGH OF ASHLEY, BASED ON THE DURATION OF THE VACANCY AS DETERMINED BY THE FOLLOWING SCHEDULE.**

**45 DAYS TO 1 YEAR - $250.00**

**1 YEAR VACANT - $500.00**

**2 YEARS VACANT - $750.00**

**3 YEARS VACANT - $1000.00**

**4-5 YEARS VACANT - $2000.00**

**6-9 YEARS VACANT - $3500.00**

**10 YEARS VACANT - $5000.00**

**10 YEARS PLUS - $5000.00 = $500.00 FOR EACH ADDITIONAL YEAR OVER 10 YEARS**

**ARTICLE A:**

**REGISTRATION STATEMENT IS ATTACHED TO THIS NOTICE, MUST BE FILLED OUT AND NOTARIZEDAND SENT BACK TO ASHLEY BOROUGH WITH ATTACHED FEE ( S ) ON FILE \_\_\_\_\_\_\_\_\_**

**SECTION E PENALTY:**

**IF THE OWNER OF A VACANT BUILDING OR PARCEL FAILS TO MAKE PAYMENT FOR REGISTRATION FEES TO THE BOROUGH OF ASHLEY, A PENALTY OF 25% PERCENT SHALL BE ASSESSED UNTIL THE PAYMENT IS RECEIVED IN FULL. IF A PROPERTY OWNER (S ) IS DELINQUENT PAYING REGISTRATION FEE FOR MORE THAN (1) VACANT PROPERTY, OR THE OWNER IS DELINQUENT FOR A SECOND YEARIN A ROW, SAID PENALTY SHALL BE INCREASED TO 50 %.**

**POSTING OF PROPERTY:**

**ALL VACANT PROPERTIES SHALL BE POSTED WITH A SIGN NO SMALLER THAN (2’) FEET X ( 4’) FEET INDICATING THE NAME OF THE OWNER ( S )AND THE CONTACT ADDRESS AND TELEPHONE NUMBER, IF A PARTNERSHIP OR CORPORATION, THE NAMES OF ALL MEMBERS, WITH CONTACT INFORMATION SHALL BE LISTED. SAID SIGN SHALL BE PLACED IN PLAIN VIEW FROM THE SIDEWALK / ROADWAY AND MUST BE LEGIBLE FROM THE OPPOSITE SIDEWALK / SIDE OF THE ROADWAY.**

**INTERNATIONAL PROPERTY MAINTENANCE CODE :**

**THE BOROUGH OF ASHLEY ADOPTED THE INTERNATIONAL PROPERTY MAINTENANCE CODE, ALL VACANT PROPERTY MUST BE IN COMPLIANCE WITH THIS CODE. VIOLATIONS OF THE INTERNATIONAL PROPERTY MAINTENANCECODE WILL BE SUBJECT TO FINES AND OR CITATIONS IN ADDITION TO THE VACANT PROPERTY ORDINANCE.**

**FAILURE TO RESPOND AND RETURN REGISTRATION FORM WITHIN 10 DAYS OF THIS NOTICE WILL RESULT IN CITATIONS BEING ISSUED AND ALL PENALTIES ALLOWED WILL BE ADDED. EACH DAY THE VIOLATION CONTINUES AFTER DUE DATE ON THE NOTICE WILL HAVE A PENALTY OF 25% ADDED AS PER ARTICLE E**

**DATE OF NOTICE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PAYMENT AMOUNT \_\_\_\_\_\_\_\_\_\_\_\_ DATE DUE BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUILDING CODE OFFICIAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**