



Building Department

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www.townofbrunswick.org

Philip H. Herrington
Town Supervisor

Charles Golden
Code Enforcement Officer

_____, 20__

NOTICE OF PAYMENT DUE

\$ _____

Name
Address
City, State, Zip

Re: _____ **(Property Address)**

To Whom It May Concern:

On June 13, 2019, the Town Board of the Town of Brunswick passed new legislation (Brunswick Local Law No. 1 of 2019), which will help the Town of Brunswick more effectively deal with vacant buildings and the problems that vacant buildings present.

As a result of this new legislation, anyone who owns a vacant building in the Town of Brunswick must REGISTER their vacant building. Buildings that are vacant as of the effective date of Brunswick Local Law No. 1 of 2019 must be registered within ninety (90) days of the effective date of that legislation. For buildings that become vacant after the effective date of Brunswick Local Law No. 1 of 2019, the registration must be made within thirty (30) days of the date the building became vacant.

The registration fee for vacant buildings is set forth in Brunswick Local Law No. 1 of 2019.

According to our records, you have been identified as the owner of the building located at _____ (property address), which has been determined by our office to be vacant.

Accompanying this letter, you will find a vacant building registration form. YOU MUST fill out the form and return it to the Town of Brunswick. Information and directions for filling out the form is included. The registration fee must accompany the enclosed registration form.

It shall be the responsibility of the vacant building property owner to maintain the property in compliance with Brunswick Local Law No. 1 of 2019. Failure to maintain the property in compliance with the maintenance requirements in Brunswick Local Law No. 1 of 2019 may result in costs and penalties.

(Property Owner)

(Date)

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If you require additional information with regard to this new vacant building legislation, or if you wish to obtain a copy of the legislation in its entirety, that information will be made available to you upon request.

Thank you for your cooperation with regard to this request and we look forward to working with you in an effort to maintain all properties containing vacant buildings in the Town of Brunswick.

Encl.