



NEW CASTLE COUNTY

VACANT HOUSING REGISTRATION FEE

WAIVER/EXEMPTION REQUEST

DEPARTMENT OF LAND USE
OFFICE OF CODE ENFORCEMENT
87 READS WAY, NEW CASTLE, DE 19720
PHONE: 302-395-5555 • WWW.PROPERTYMANTENANCE@NCCDE.ORG

Vacant Premises Registration License Number: _____ Registration Period: _____
Vacant Premises Address: _____

Please complete Section A or Section B.

Section A:

Applicant hereby requests a WAIVER of the annual vacant premises registration fee for the following reasons:

- The vacant premises is being demolished, rehabilitated or repaired and all required permits have been acquired and are currently valid. (The fee for only one registration period may be waived).
- The vacant premise is actively listed for sale or lease. (The fee for only one registration period may be waived).
- The vacant premise is subject the following governmental-approved blight remediation or redevelopment program: _____.

AND Applicant hereby certifies that:

- All financial obligations associated with the vacant premises that are owed to the County are paid and current except for the registration fees that are subject to the waiver request.
- There are no open zoning, building or property maintenance code violations on the property.

Section B:

- Applicant hereby requests an EXEMPTION from payment of all annual registration fees. Applicant hereby certifies that the property is owned by a private, public, for-profit or non-profit organization that has been building, rehabilitating, and providing affordable housing units for at least five (5) years.

Applicant: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Interest in property: Owner Mortgage Company Property Management Co.
 Other: _____

Applicant Signature: _____ Date: _____

Department Use Only:

Request Granted Request Denied Registration period: _____

Code Official Signature: _____