

**ALLEGHENY COUNTY
VACANT PROPERTY PROGRAM**

I. Process Explanation by Responsible Entity

1) PARTICIPATING MUNICIPALITY

- a) Enters into a cooperation agreement with by the Redevelopment Authority of Allegheny County (RAAC).
- b) RAAC to establish the program and abide by policies set by the Vacant Property Review Committee (VPRC).
- c) Establishes a local liaison committee that is responsible for:
 - i) Determining criteria for selecting and prioritizing proposals
Proposals include proposed re-use, applicant qualifications, etc.
 - ii) Soliciting proposals
 - (1) Methods include posting at the municipal office, local library, article or advertisement in a local newspaper.
 - iii) Certifying completeness of proposal
- d) Identifies local zoning officer responsible for reviewing proposals as they relate to zoning issues
- e) Orders a code deficiency report and evaluates developer's estimated rehab costs, if applicable
- f) Council must pass a resolution approving the proposed reuse of the property
- g) Committed to maintain any and all properties acquired under the program until sold. If no sale occurs, will accept deed of property within two years of purchase by RAAC.

2) ACDOED/ PROGRAM COORDINATOR

- a) Coordinates acquisition / disposition steps.
 - b) Administers Program funds in accordance with approved budget line items.
 - c) Receives completed application packet from municipality and reviews for completeness.
 - d) Ensures that owner of record is accurate and searches for contact info.
 - e) Prepares preliminary property report.
 - f) Coordinates with County Tax Lien consultant for updated lien information, etc.
 - g) Schedules a meeting of the VPRC and presents proposals for authorization & approval.
 - h) Prepares and presents resolutions to RAAC.
 - i) Sends initial letter of notification, posts property, attempts personal contact with owner.
 - j) Orders title reports, appraisals, environmental reviews, etc.
 - k) Sends applicant conditional agreement of sale & requests good faith deposit.
 - l) Maintains contact with Municipality and applicant, updating periodically.
 - m) Coordinates and supervises all activities of the Legal staff.
- n) **Legal Staff - Initiates Condemnation Proceedings**
- i) Files Declaration of Taking (D/T) at Prothonotary's Office - will get a GD #.
 - ii) Files Notice of Condemnation at Recorder of Deeds.
 - iii) Sends Certified Condemnation Letter to owner(s). Best notice is certified mail. Must have correct address of owner and should try to contact owner personally.
 - iv) Posts condemnation notice on property if no direct contact with the owner, or could simply post at same time as notice is sent.
 - v) Advertises in newspaper & legal paper.
 - vi) Owners have 30 days to file Preliminary Objection to Taking (PO's). Our timeframe begins from the latest of a) owner signs for certified mailing; b) date of advertisement; or c) property posting. (Could advertise on 5th but certified letter not signed until the 20th; 30 days wait starts from the 20th). Attorney should let us know if no PO's & can proceed to paying Estimate of Just Compensation (EJC) into Court.
- o) **Filing of EJC into Court**
- i) Owner has 20 days to object to the EJC amount- notice is combined with the D/T notice & advertisement for a total of 50 days.
 - ii) Program Coordinator requests a check for the EJC, equal to the appraised value, from RAAC, made payable to Prothonotary. Checks are signed at the monthly RAAC Board meetings.
 - iii) Attorney prepares and files EJC petition which includes an Order of Court to strike all liens.
 - iv) Only an attorney can go to Motions Court to get order to pay.
- p) **Hold Closings**
- i) Can hold any time after EJC paid into Court.
 - ii) Program Coordinator coordinates with title company/closing agent for updated reports, etc and arranges

mutually agreeable date with purchaser.
iii) Both acquisition and disposition closings held at once.

q) **Certificate of Completion**

- i) After the completion of the development pursuant to the Agreement of Sale, Program Coordinator will visit the property to ensure that new owner is in compliance with development plans.
- ii) Will then request from RAAC at one of their monthly board meetings the authorization of a certificate of completion and the return of good faith deposit.

APPLICANT QUALIFICATIONS

- Must be current on Taxes, Water, Sewage and Refuse bills on all properties owned in the Borough or elsewhere.
- Must have no outstanding code violations on properties owned in the Borough or elsewhere.
- Must provide complete documentation including construction estimates, financial proofs, time tables, etc., for any development proposal other than a sideyard.

A problem with any one of these items disqualifies an applicant completely. Applications will be held in an inactive file until the applicant can provide written proof that the problem is corrected (i.e. tax receipts, note from Code Officer, etc.) or until the applicant provides sufficient project information for the Commission to review.

PRICING POLICY Approved 1/18/05

Commercial/Industrial*

Lots/Buildings shall be priced at 100% of the appraised value.

Residential*

a. Structures*

Shall be priced at 50% (100%*) of the appraised value.

b. Sideyards

1. For lots between 1,000 and 2,000 square feet: \$300
2. For lots between 2,001 and 4,000 square feet: \$500
3. Any lot larger than 4,001 square feet shall be priced at 50% of the appraised value but no less than \$500.

C. Vacant Lot – Not Abutting

1. Shall be priced at 100% of the appraised value.

Special Uses

Non-profits, churches, etc. may be given a case by case consideration by the VPRC depending on proposed uses and with documentation.

*Commercial/Industrial – Applicant shall pay for own appraisal; if accepted into the Vacant Property Program, the appraisal cost will be deducted from the purchase price. The appraisal must be attached to the application.

*Structures – The applicant can elect to pay for their own appraisal; if accepted into the Program, the appraisal cost will be deducted from the purchase price. The appraisal must be attached to the application.

*For profit - may be priced 100% of the appraised value plus legal costs.



**ALLEGHENY COUNTY
VACANT PROPERTY RECOVERY PROGRAM**

PROPOSAL PACKET

I. SUBJECT PROPERTY

A. Address _____

B. Lot and Block Number _____

C. The property is a (check one)
Vacant Lot _____ Vacant Structure _____

D. Current condition (briefly describe):

E. Approximate size of lot: _____

F. Photographs (35mm only) of at least 2 views of the parcel are attached? Yes _____

G. Record Owner

1. Name: _____

2. Current Address (if known): _____

H. Is the property tax delinquent for at least two years? Yes ___ No ___
Tax blotter is attached? Yes ___ No ___

I. The assessed value of the property is: Bldg \$ _____ Land \$ _____ Total \$ _____

J. Any other relevant information, i.e, recent fire, demolition, etc.?

II. APPLICANT / DEVELOPER – Commercial/Industrial, Residential (Other than single family)

A. Name (please print): _____

B. Address: _____

C. Telephone Number :
Home: _____ Work: _____

D. Do you currently own the property immediately adjacent to the subject property? Yes ___ No ___
If yes, check the following that apply:

- 1. Homeowner Occupant _____
- 2. Rental Property (residential) _____
- 3. Rental Property (commercial) _____
- 4. Business owned & operated _____

E. If you own other property in this municipality please list the address(es)

III. DEVELOPMENT PLAN

A. Describe the proposed reuse of subject property: _____

B. Project Costs:

- 1. Estimated Development Costs \$ _____
- 2. Estimated Purchase Price \$ _____
(should be based on 50% of the assessed value for residential properties and
100% for commercial properties)

C. If total development costs exceed \$1,000, please describe how you plan to finance the project:

If the proposed development includes any new construction, then you must provide a preliminary sketch of the structure, site plan and type of building construction.

I hereby attest the above written information is true and correct to the best of my knowledge:

Date

Signature

Signature