ALLEGHENY COUNTY
ECONOMIC DEVELOPMENT

# 2015 SIDE YARD AND BLIGHTED STRUCTURE PROGRAM

# APPLICATION INSTRUCTIONS

1. For a limited time only, the Allegheny County Vacant Property Recovery Program will accept applications to acquire vacant properties in 37 municipalities at reduced cost to the applicant. In all other respects, applications for this Program must comply with Program policies.

2. Participating municipalities include: Baldwin Borough, Braddock Hills, Carnegie, Collier, Dravosburg, East McKeesport, Edgewood, Elizabeth Township, Forward, Green Tree, Harrison, Heidelberg, Liberty, McCandless, Millvale, Moon, Munhall, Neville, North Fayette, North Versailles, Oakdale, O'Hara, Penn Hills, Plum, Ross, Scott, South Versailles, Swissvale, Turtle Creek, Versailles, West Deer, West Homestead, West Mifflin, West View, Whitaker, White Oak, and Wilkins. Other municipalities that join the Allegheny County Vacant Property Recovery Program may be eligible to participate depending upon the timing.

3. Only one application will be accepted per applicant or household. The Program will accept up to 60 applications in the order in which they are received, but will accept no more than five applications per municipality. The Redevelopment Authority may increase these limits at its discretion.

4. Applications must be post-marked by **June 30, 2015** and mailed to:

   Allegheny County Vacant Property Recovery Program
   One Chatham Center, Suite 900
   112 Washington Place
   Pittsburgh, PA 15219

5. No payments are required at the time of application. Please do not submit the Good Faith Deposit or any other payment with your application.

6. The following items must be submitted with an application for it to be considered complete:

   √ **Application Form:** Must be signed and dated by all applicants. Must be fully completed, including the proposed re-use plan and estimated costs to acquire and develop the property.

   √ **Proof of Financing:** Can include a bank statement, letter from a bank, letter of credit/line of credit, etc. Must be sufficient to cover the estimated costs to acquire and develop the property.

   √ **Photographs**: A minimum of two color photographs of the exterior of the property.

   √ **Conflict of Interest Form:** Must be completed, signed, and dated by all applicants. The Municipal Official does not need to sign at the time of application.

   √ **All Information Required in Parcels with Existing/Future Structures Policy** (if applicable).

   √ **Proof of 501(c)(3) Status** (if applicant is a non-profit organization).

   √ **Proof of Programming for General Public** (if applicant is a Faith Based Organization): Must submit proof that programming is available to the general public that does not proselytize.

7. Applicants should contact **(412)350-1090** with any questions about the application or Program.

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# PROGRAM GUIDELINES

***All applicants should carefully review the Program Guidelines outlined below. Please contact (412)350-1090 with questions about the Program or application.***

## APPLICANT ELIGIBILITY REQUIREMENTS

To be eligible for the Program, applicants:

- Must be current on taxes, water, sewage, and refuse bills on all properties owned in Allegheny County.
- Must not have any outstanding code violations or municipal liens on properties owned in Allegheny County.
- Cannot have acquired or be in the process of acquiring a property through the 2014 Side Yard and Blighted Structure Program.

## PROPERTY ELIGIBILITY REQUIREMENTS

Applications are subject to all requirements under the Program policies. Property eligibility will be determined on a case by case basis based upon consideration of a variety of factors related to blight. To be eligible for the Program, a property must at a minimum meet all preliminary eligibility requirements, including:

- Be a vacant lot or vacant structure.
- Have at least three years of tax delinquency.
- Be located in a participating municipality that has submitted the required program marketing plan.

Applications may be subject to additional eligibility requirements.

## TIMELINE FOR PAYMENT AND ACQUISITION

Applications will be pre-screened for completeness and applicant and property eligibility. Failure to fill out all sections of the application or provide all requested documentation will delay this process. Substantially incomplete applications will be returned to the applicant and not considered for the Program. Applicants may be contacted if items are missing or additional information is required and given a deadline for submission of all materials, after which their application will be terminated.

Once an application is determined complete, it will undergo a review process that typically takes a minimum of four months. Thereafter, the applicant will be sent a Conditional Agreement of Sale that outlines the terms and conditions of the sale of the property, including the associated costs. The applicant must return the signed Conditional Agreement of Sale and payment for the appraised value, good faith deposit, and parcel fee (as applicable) in order for the acquisition process to begin.

If RAAC receives another application for the same property at any point prior to the execution of the Conditional Agreement of Sale, RAAC will review the subsequent application in accordance with the Program's policies and determine whether RAAC will proceed with one of the applications or decline to proceed with any application. In the event RAAC receives two or more applications from abutting property owners proposing to use the property for a side yard, parking, or similar use and RAAC has not yet executed a Conditional Agreement of Sale with an applicant for the property, RAAC will close all applications for the property and provide the applicants the opportunity to prepare a mutually agreeable, feasible plan and submit a new application to RAAC. Once a Conditional Agreement of Sale has been executed for a property, RAAC will not consider other applications for the same property, regardless of the disposition priority.

After the applicant returns the signed Conditional Agreement of Sale and payment for the appraised value, good faith deposit, and parcel fee (as applicable), it typically takes a minimum of five months until closing. This time may vary based upon a number of factors. Applicants are responsible for all closing costs, such as transfer taxes, real estate taxes, recording fees, and closing fees. These costs are due at the time of closing. Applicants may elect to purchase title insurance at an additional cost.

## PRODUCTS AND PRICING STRUCTURE FOR THE 2015 SIDE YARD AND BLIGHTED STRUCTURE PROGRAM

| PRODUCT | REQUIREMENTS (In addition to all other eligibility requirements) | COST TO APPLICANT [1] |
|---|---|---|
| ***Side Yard to Owner-Occupied Primary Residence*** | • Must share a common boundary with the parcel owned by the applicant on which the applicant's primary residence is located<br>• Must be a vacant lot or a vacant structure that will be demolished by the applicant [3]<br>• Must be less than ½ acre<br>• Must have at least 3 years of unpaid taxes and meet any other applicable criteria related to blight | • 100% of the appraised value<br>• Parcel fee of $3,000 will be waived [2]<br>• Good faith deposit of $162 or 10% of the appraised value for properties valued over $2,000 [4]<br>• Closing costs, which average $500 |
| ***Demolition of Blighted Structure*** | • Must share a common boundary with a parcel owned by the applicant that contains a primary structure, such as a residence or business<br>• Must be a vacant structure that will be demolished by the applicant [3]<br>• Must be less than ½ acre<br>• Must have at least 3 years of unpaid taxes and meet any other applicable criteria related to blight | |
| ***Rehabilitation of Blighted Structure*** | • Must be a vacant structure that will be rehabilitated by the applicant<br>• Must be less than ½ acre<br>• Must have at least 3 years of unpaid taxes and meet any other applicable criteria related to blight | • 100% of the appraised value<br>• Parcel fee will be discounted to $1,400 [2]<br>• Good faith deposit of $162 or 10% of the appraised value for properties valued over $2,000 [4]<br>• Closing costs, which average $500 |
| ***Other Types of Applications*** | • Other types of applications may be considered through our standard program, under which applicants typically pay all costs associated with acquisition. | • 100% of the appraised value<br>• Parcel fee of $3,000 [2]<br>• Good faith deposit of $162 or 10% of the appraised value for properties valued over $2,000 [4]<br>• Closing costs, which average $500 |

1 The applicant may elect to purchase title insurance at an additional cost.
2 In some cases, the cost of parcel acquisition could exceed the standard costs of $3,000 per parcel. Should such circumstances arise, applicants will be notified of the anticipated additional expenses they would be responsible for and will decide whether they wish to proceed.
3 If the property contains a structure to be demolished by the applicant, the municipality must provide a letter indicating it has determined the structure to be a safety hazard.
4 The good faith deposit is refundable less a recording fee if the applicant carries out their project plan within the timeframe outlined in their Conditional Agreement of Sale. The recording fee is $162 as of the date of this application, but is subject to change.

## PARCELS WITH EXISTING/FUTURE STRUCTURES POLICY

Applicants for a property that has or will have a structure on it will personally assume all responsibilities associated with the demolition, rehabilitation, or construction of the structure, including but not limited to all financial and legal responsibilities. Applicants are responsible for ensuring that their plan adheres to all local zoning and building code requirements.

Applicants must demonstrate that they will be able to successfully implement their proposed plan for the structure through the submission of a detailed scope of work, project budget, proof of financial capacity, and information regarding their relevant experience and/or capacity to manage the project. At a minimum, the following is required, depending upon the applicant's plan:

| PLAN | REQUIRED MATERIALS |
|---|---|
| ***Demolition*** | • Demolition quote from a registered contractor that addresses at a minimum the building, foundation, debris removal, grading and/or seeding, and any necessary permits.<br>• Proof of financing available to pay for the demolition such as a bank statement, a letter of credit/line of credit, etc.<br>• A letter from the municipality stating that the structure constitutes a health and/or safety hazard. |
| ***Rehabilitation / New Construction*** | • A detailed rehabilitation or construction plan to bring the property up to code and be able to obtain an occupancy permit. This plan must outline the specific work that will be performed; who will be performing it (the applicant or a contractor); and the associated cost estimates, including labor and materials.<br>• Schematic plans, if the applicant is proposing new construction.<br>• Bids or quotes as applicable.<br>• Proof of financing available to pay for the rehabilitation or construction, such as a bank statement, a letter of credit/line of credit, etc.<br>• Information that demonstrates that the applicant has the capacity to undertake the project, including but not limited to:<br>  ○ a list of previous rehabilitation or construction projects completed (to be made available for inspection upon request) and a description of the applicant's role in those projects;<br>  ○ information about the applicant's knowledge of local building codes, zoning requirements, housing quality standards, etc.;<br>  ○ references; and<br>  ○ other relevant information as requested by RAAC.<br>• If the applicant proposes to undertake any portion of the work him/herself, the applicant must provide evidence of the experience and capacity to do so. |

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# 2015 SIDE YARD AND BLIGHTED STRUCTURE PROGRAM

# APPLICATION

Please submit the complete application and all required supporting documentation to the address below. Applications must be postmarked by **June 30, 2015** to be considered for this limited-time program. Applications will not be accepted via fax or e-mail.

**Allegheny County Vacant Property Recovery Program - Applications**
**One Chatham Center, Suite 900**
**112 Washington Place**
**Pittsburgh, PA 15219**

## SECTION 1: PROPERTY INFORMATION

| | |
|---|---|
| **Address** | |
| **Block and Lot #** (Parcel ID) | |
| **Condition** | _____ Vacant Lot ____ Vacant Structure |
| **Approximate Size** (in square feet) | |
| **Assessed value** | $ |
| **Has the property been tax delinquent for at least 3 years?** | ___ Yes ___ No ___ Unknown |
| **Are you related to the record owner of the property?** | ___ Yes (Please Specify_____)<br>___ No |

## SECTION 2: APPLICANT INFORMATION

| | |
|---|---|
| **Legal Name of Applicant(s)**<br>(The name of each individual or the organization applying for the property, as it should appear on all legal documents) | |
| **Address of Applicant**<br>(Street Address, City, State and Zip) | |
| **Name of Contact Person** | |
| **Telephone Number of Contact Person** | Home: Other: |
| **Email Address of Contact Person**<br>(optional) | |
| **Do you currently own property that shares a common boundary with the subject property?** | Yes: ___ Homeowner Occupant<br>___ Business<br>___ Residential Rental Property<br>___ Other (Please specify _____)<br>No: ___ |

| | |
|---|---|
| **Please identify the address and block and lot number of all property that you own in Allegheny County, including property owned individually, jointly, or owned by any entity (LLC, corporation, partnership, etc.) in which you have an interest.** | |

## SECTION 3: REUSE/DEVELOPMENT PLAN*

| | |
|---|---|
| **Type of Application** | ___ Side Yard to Primary Residence<br>___ Demolition of Blighted Structure<br>___ Rehabilitation of Blighted Structure<br>___ Other |
| **Please describe the current condition of the property.** | |
| **How will you use the property (ex. side yard, residential rental property, etc.)? Please be specific.** [1] | |
| **If you own abutting property, how does your proposed re-use relate to that property?** | |
| **Describe any changes or improvements you will make to the condition of the property. Please be specific.** [1]<br><br>*If the property has or will have a structure on it, you must also submit all information outlined in the attached Parcels with Existing/Future Structures Policy.* | |
| **What are the estimated costs of these improvements?** [2] | **$** |

[1] Applicants are responsible for ensuring that their plan adheres to all local zoning, property maintenance, and building code requirements and should contact the municipality in advance to determine the applicable requirements. Applicants may be required to provide information about these requirements as part of the application process.

[2] Depending upon the applicant's proposed plan, applicants may be required to submit supplemental information, such as bids or quotes, schematic plans, and information about relevant experience.

## SECTION 4: ESTIMATED PURCHASE PRICE

**(The purpose of this section is to ensure that applicants fully understand the pricing structure of the Program. Amounts listed in the section will be estimates only, and will not determine the actual costs of property acquisition. Please refer to the attached "Products and Pricing Structure". )**

| | |
|---|---|
| **Estimated Appraised Value**<br>Provide an estimate of the property's value based upon recent comparable sales, the current assessed value of the property, etc. | $ |
| **Good Faith Deposit**<br>$162.00 or 10 percent of the estimated Appraised Value for properties valued over $2,000.00 | $ |
| **Parcel Fee**<br>Side Yard Abutting Applicant's Primary Residence - WAIVED<br>Demolition of Blighted Structure - WAIVED<br>Rehabilitation of Blighted Structure - $1,400.00<br>All Other Applications - $3,000.00 | $ |
| **Closing Costs**<br>Average $500.00 | $ |
| **Estimated Total Purchase Price*** | $ |

*** Applicants may elect to purchase title insurance at an additional cost.**

## SECTION 5: FINANCING

| | |
|---|---|
| **How you will fund the costs of purchasing the property <u>and</u> implementing your reuse/development plan (e.g. personal funds, line of credit, etc.)?** Attach documentation of sufficient funds, such as a bank statement, letter of credit, etc. | |

I hereby attest that the above written information is true and correct to the best of my knowledge. I have received, reviewed, and understand the Allegheny County Vacant Property Recovery Program's "Applicant Eligibility Requirements," "Property Eligibility Requirements," "Timeline for Payment and Acquisition," "Products and Pricing Structure for the 2015 Side Yard and Blighted Structure Program," and "Parcels with Existing/Future Structures Policy," and agree to abide by these policies. I understand that failure to submit all required information may result in the termination of my application. I understand the Redevelopment Authority of Allegheny County (RAAC) may share my application materials and information pertaining to my application as part of the application review and approval process.

I understand that my application will be considered for participation in the Allegheny County Vacant Property Recovery Program, but there is no guarantee of acceptance into the Program. The approval of an application and the acquisition and transfer of a property is at all times at the sole discretion RAAC and the Allegheny County Vacant Property Recovery Program. Neither the RAAC nor the Allegheny County Vacant Property Recovery Program guarantees the acquisition and/or transfer of any property.

| | | |
|---|---|---|
| Date | Signature | Print Name |
| Date | Signature | Print Name |

ALLEGHENY COUNTY
ECONOMIC DEVELOPMENT

# ALLEGHENY COUNTY VACANT PROPERTY RECOVERY PROGRAM

## CONFLICT OF INTEREST FORM

All applicants requesting participation in an Allegheny County Economic Development (ACED) or Redevelopment Authority of Allegheny County (RAAC) program are requested to disclose whether they or any of their relatives are one or more of the following:

1. An employee of Allegheny County;
2. An elected or appointed official at the local, county, state or federal level; and/or
3. A person who has a personal financial interest or benefit and/or has decision-making ability that could influence the outcome of any application.

If one or all of these categories applies, a formal Conflict of Interest waiver must be obtained from the appropriate party. If the source of funding for your participation in an ACED/RAAC program is the U. S. Department of Housing and Urban Development (HUD), then a formal Conflict of Interest waiver must be submitted to HUD for approval.

**APPLICANT INSTRUCTIONS: Please read all of the sections below and complete all sections as applicable to each applicant. More than one section may apply. Please sign the bottom of the form.**

| ***Check the appropriate box for each category*** | | | **Category** |
|---|---|---|---|
| **I am*** | **I am related to*** | **I am not nor am I related to** | |
| | | | An Allegheny County Employee |
| | | | An Elected or Appointed Official |
| | | | A person who has a personal financial interest or benefit and/or has decision-making ability that could influence the outcome of any application. |

* If you checked anything in the "***I am***" and/or the "***I am related to***" Category above, please provide the following information regarding this relation (attach additional pages as necessary):

| **Name** | **Title** | **Organization/Department** | **Relationship to Applicant** |
|---|---|---|---|
| | | | |
| | | | |

**I/we acknowledge and agree that any misrepresentation contained in this Conflict of Interest Disclosure may result in the cancellation of my application for acquisition assistance or, if the misrepresentation is discovered after the acquisition assistance has been granted, I/we may be required to repay the entire amount of acquisition assistance upon demand.**

| | | |
|---|---|---|
| **Applicant Name (Printed)** | **Applicant Signature** | **Date** |
| **Co-Applicant Name (Printed)** | **Co-Applicant Signature** | **Date** |
| **Address (Property applied for)** | **Block/Lot** | **Municipality** |

**In addition, the applicant(s) have completed all required Municipal Conflict of Interest processes and it has been determined that no Conflict of Interest exists. Copies of such documentation will be made available to ACED/RAAC upon request.**

| | | |
|---|---|---|
| **Municipal Official Name (Printed)** | **Municipal Official Signature** | **Date** |