



Please read this letter as there have been changes to the Real Estate Transfer & Refinance Process for Canonsburg Borough. **EFFECTIVE August 1, 2019**, the changes are as follows:

Refinances:

- This is a two-step procedure where Canonsburg Borough **ONLY** requires a dye test and a municipal lien letter.
- A check or checks made payable to the "Borough of Canonsburg", is required to be sent with ALL forms/requests. This amount includes Dye Test Request Form (\$75) and Municipal Lien Letter Request Form (\$35).
- Please ensure **ALL** information is filled in and legible on each application

Real Estate Transfers:

- This is a four-step procedure for both residential and commercial properties which includes: (1) a municipal lien letter request, (2) a certificate of approved zoning application, (3) a dye test request, and (4) an occupancy inspection application. **Please include a self-addressed stamped envelope to receive the completed paperwork back in the mail. **Please look carefully at the following scenarios and newly added parking requirement information**:**

Residential:

- **Single Family Dwelling(s)** - A check or checks made payable to the "Borough of Canonsburg" is required to be sent with ALL forms/requests. This amount includes: Dye Test (\$75), Zoning Application (\$75), Occupancy Inspection (\$75), and Municipal Lien Letter (\$35).
- **Single Family Dwelling with a Vacant Lot** - A check or checks made payable to the "Borough of Canonsburg" is required to be sent with ALL forms/requests. This amount includes: Dye Test (\$75), Zoning Application (\$75), Occupancy Inspection (\$75), and Municipal Lien Letter (\$35) plus an additional Municipal Lien Letter (\$35) and Zoning Application for the additional parcel (\$75).
- **Multi-Unit Residence** - A check or checks made payable to the "Borough of Canonsburg" is required to be sent with ALL forms/requests. This amount includes: Dye Test (\$75), Zoning Application (\$75), Occupancy Inspection (\$75), and Municipal Lien Letter (\$35) and Occupancy Inspection (\$75) for each additional unit.
- **Multi-Unit Residence with a Vacant Lot** - A check or checks made payable to the "Borough of Canonsburg" is required to be sent with ALL forms/requests. This amount includes: Dye Test (\$75), Zoning Application (\$75), Occupancy Inspection (\$75), and Municipal Lien Letter (\$35) plus Occupancy Inspection (\$75) for each additional unit and an additional Municipal Lien Letter (\$35), Zoning Application (\$75) for the additional parcel.

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- **Vacant Lots Only** – A check or checks made payable to the “Borough of Canonsburg” is required to be sent with ALL forms/requests. This amount includes: Zoning Application (\$75), and Municipal Lien Letter (\$35) plus a Municipal Lien Letter (\$35), and Zoning Application for each additional parcel (\$75).

Commercial:

- **Single Unit** - A check or checks made payable to the “Borough of Canonsburg” is required to be sent with ALL forms/requests. This amount includes: Dye Test (\$75), Zoning Application (\$75), Occupancy Inspection (\$100), and Municipal Lien Letter (\$35).
- **Single Unit with a Vacant Lot** - A check or checks made payable to the “Borough of Canonsburg” is required to be sent with ALL forms/requests. This amount includes: Dye Test (\$75), Zoning Application (\$75), Occupancy Inspection (\$100), and Municipal Lien Letter (\$35) plus an additional Municipal Lien Letter (\$35) and Zoning Application for the additional parcel (\$75).
- **Multi-Unit** - A check or checks made payable to the “Borough of Canonsburg” is required to be sent with ALL forms/requests. This amount includes: Dye Test (\$75), Zoning Application (\$75), Commercial Occupancy Inspection (\$100), and Municipal Lien Letter (\$35) plus Occupancy Inspection for each additional residential unit (\$75).
- **Multi-Unit with a Vacant Lot** - A check or checks made payable to the “Borough of Canonsburg” is required to be sent with ALL forms/requests. This amount includes: Dye Test (\$75), Zoning Application (\$75), Commercial Occupancy Inspection (\$100), and Municipal Lien Letter (\$35) plus an additional Municipal Lien Letter (\$35), Zoning Application (\$75) for the additional parcel and an Occupancy Inspection for each additional residential unit (\$75).
- Upon arrival at our office, the applications and checks are processed so the steps for the real estate transfer can begin. For this reason, in the event a sale falls through, the payment(s) can **NOT** be refunded. Additionally, if a sale falls through and there is a request for a new buyer, **ALL** paperwork and fees **MUST** be submitted again.
- Please ensure **ALL** of the following information is filled in and legible on each application
 - Parcel Number
 - A contact person and phone number of the person(s) who can allow the Code Enforcement Officer into the home (If at any time the contact person(s) and/or phone number changes you will need to reach out to us as soon as possible so we can make the necessary corrections/changes)
 - Purchaser's current address and phone number
 - Closing Date (If at any time the closing date changes you will need reach out to us as soon as possible so we can make the necessary corrections/changes)

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***Please make sure **EVERYTHING** on each form is filled in. If **ANY** of the forms are incomplete or missing or if the amount of the check(s) is incorrect, we will mail back what was sent to us in the envelopes provided, which may result in lost time for the scheduled closing date. **ONLY THE ORIGINAL PACKET PRINTED FROM OUR WEBSITE WILL BE ACCEPTED FOR COMPLETION (PHOTOS, SCREENSHOTS, ETC OF THE PACKET WILL BE MAILED BACK)** ***

SELLERS/BUYERS/REAL ESTATE AGENTS/CLOSING COMPANIES:

- We prefer that the closing company pays for the entire process, therefore, please check with your realtor/closing company prior to sending the applications and payment. **ALL** required paperwork along with full payment **MUST** be received in our office in order to begin the process. Separate paperwork and/or payment(s) will not be accepted and will be mailed back to the issuing party in the envelopes provided, which may result in a delayed closing.
- We **ONLY** send the results once the entire process is completed; we will **NOT** send certificates separately.
- The Borough schedules the Dye Test with our Public Works Department. They do not need access to the interior of the property. You **DO NOT** need to schedule the dye test with the Borough.
- When scheduling the occupancy inspection(s), it is **REQUIRED** that either the agents of both the seller and the buyer or the seller and buyer themselves be at the inspection. This will ensure all information is given to both parties to avoid any discrepancies. **24-HOUR NOTICE MUST BE GIVEN TO CANCEL ANY INSPECTION. FAILURE TO SHOW FOR AN INSPECTION AND/OR RESCHEDULE WILL RESULT IN A \$25.00 RESCHEDULING FEE WHICH MUST BE PAID TO THE BOROUGH PRIOR TO THE COMPLETION OF THE RESCHEDULED INSPECTION. THIS FEE WILL BE BILLED EACH TIME THE PROPER NOTICE IS NOT GIVEN.**
- IF any property is being purchased to eventually be turned into a rental property, the included landlord/tenant form(s) must be completely filled out and mailed into Canonsburg Borough Code Enforcement Office in the timeframe listed. Additionally, each time a new tenant occupies any property, a new occupancy inspection is **REQUIRED** and is a charge of \$75.00.

****ONCE EVERYTHING IS COMPLETED AND APPROVED, COPIES OF THE PAPERWORK WILL **ONLY** BE FAXED AND/OR MAILED TO THE PARTY THAT PAID FOR THE REQUEST (PLEASE INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE TO RECEIVE THE COMPLETED PAPERWORK BACK IN THE MAIL). ANYONE ELSE THAT WISHES TO RECEIVE A COPY OF THE COMPLETED PAPERWORK, WILL NEED TO FILL OUT A RIGHT TO KNOW REQUEST (LOCATED ON OUR WEBSITE) AND SEND TO US****

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Table 7.3: Minimum Off-Street Parking Requirements

Use:	Required Number of Spaces:
Class I: Residential	
Single Family	2 spaces
Duplexes	4 spaces
Multi-family	2 spaces per dwelling unit, plus 2 spaces for manager's unit, if provided
Group Care Facilities	1 space for every resident per one space per employee on large shift
Class II: Moderate Intensity Nonresidential	
Business/Professional Offices	1 space for every 400 sq. ft. of GFA
Clinical and Medical Offices	1 space for every 200 sq. ft. of GFA
Funeral Home or Mortuary	1 space for every 50 sq.ft. of GFA in the parlors, plus 1 per 300 sq. ft. of remaining GFA
Hospitals and Nursing Homes	1 space per 3 beds, and 1 space for each employee on the peak working shift
Personal Services	1 space for every 250 sq. ft. of GFA
Class III: Institutional	
Day-care center	1 space for every employee on duty during largest shift, plus 1 space for every 6 children in attendance when the facility is operating at maximum capacity
Library/Museum	1 space for each 500 sq. ft. of GFA
Place of Worship	1 space for every 5 fixed seats or 100 lineal feet of pew or, if no seats or pews, 1 space for every 40 sq. ft. of GFA used for assembly
Schools, elementary and junior high	1 space for each employee or faculty member or 1 space for each 3 seats in the principal place of assembly, whichever is greater

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Schools, secondary, post-secondary, and trade schools	1 space for each employee or faculty member or 1 space for each 10 students or 1 space for each 3 seats in the principal place of assembly, whichever is greater
Class IV: Commercial	
Bank	1 space for every 350 sq. ft. of GFA, plus 3 spaces for each ATM not located in a drive-through
Greenhouse, commercial and/or garden center and/or nursey	1 space for every employee on largest shift, plus 1 space for every 400 sq. ft. of growing and display area accessible to the public
Hotel/Motel/Lodge	1 space per employee on peak shift, plus 1 space per sleeping unit
Restaurants with drive-through	1 space for 50 sq. ft. of net floor area, plus 1 space per employee on peak shift
Restaurant, bar or tavern	1 space for 75 sq. ft. of net floor area, plus 1 space per employee on peak shift
Retail Store	1 space for every 300 sq. ft. of GFA
Class V: Industrial	
Vehicle/Car Wash	25 spaces for each bay or stall for stacking space
Gas Station	1 space for each employee on duty during largest shift plus 2 for each service bay plus 1 space per 250 sq. ft. of GFA of convenience store, if applicable
Heavy Manufacturing	1 space for every 400 sq. ft. of GFA of office space, plus 1 space per 2,000 sq. ft. of GFA of warehouse, assembly, or storage space
Light Manufacturing	1 space for every 400 sq. ft. of GFA of office space, plus 1 space per 1,500 sq. ft. of GFA of warehouse, assembly, or storage space
Research and Development and/or Laboratory	1 space for each 2,000 sq. ft. plus 1 space for every 3 employees
Self-Storage Facility	1 space for every 40 storage units or bays
Truck Terminal	1 space for 1,000 sq. ft. of GFA, plus 1 space for every 3 employees

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Vehicle Repair	2 spaces for each service bay
Vehicle Sales, Rental, and Service	1 space for every 180 sq. ft. of GFA
Warehouse and/or Distribution Facility	1 space for every 400 sq. ft. of GFA of office space, plus 1 space per 1,700 sq. ft. of GFA of wholesale/warehouse space
Wholesale Establishment	1 space for each 3,500 sq. ft. of GFA, plus 1 space for every 3 employees
Class VI: Recreation	
Ball Fields and/or Courts	2 parking spaces for each team member on the field or court during regulation play, plus 1 space for each 3 seats in bleachers or viewing stands
Driving Range (Golf) or Miniature Golf	1 space for each tee/hole
Golf Course	4 spaces for every green
Movie Theater or Auditorium or Gymnasium	1 space for every 4 seats
Recreation, outdoor (5 acres to 10 acres)	1 space for the first 2 acres and 1 space for each additional acre, plus any additional parking for any other facilities or land uses constructed within the park as provided herein
Recreation, outdoor (over 10 acres)	5 spaces for the first acre and 1 space for each additional 10 acres, plus any additional parking for any other facilities or land uses constructed within the park as provided herein
Recreation, indoor	1 space for every 300 sq. ft. of GFA
Uses Not Specified	
All other uses	1 space for each 3 occupants at maximum permitted occupancy or 1 space for each 300 sq. ft. of GFA, whichever is greater
GFA - Gross Floor Area	

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Municipal Lien Letter Request

(Application Fee \$35.00)

Please issue a Municipal Lien Letter for the following referenced property.

Property Address: _____

Current Owner: _____

Buyer's Name: _____

Parcel Number: _____

Closing Date: _____

Contact Name and Phone Number of Individual to Schedule the Occupancy Inspection (Not required for Refinances):

If require any further information or if the closing date cannot be met, please contact:

Phone Number: _____

Fax Number: _____

Email Address: _____

(Signature)

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CERTIFICATION OF DYE TEST
(Application Fee \$75.00)

Property Address: _____

Current Owner: _____

Buyer's Name: _____
(Address if rental property)

RESULTS OF DYE TEST

DYE TEST DATE: _____

TIME: _____

PASSED: _____

FAILED: _____

COMMENTS (IF FAILED): _____

I certify that the above property had been dye tested and all storm water gutters and drains are not connected into the sanitary sewer system of the Borough of Canonsburg

(Authorized Borough Signature)

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REAL ESTATE CERTIFICATE OF ZONING APPROVAL APPLICATION

Application Fee (\$75.00) – Payable to Canonsburg Borough

Property Address: _____

Tax Parcel Number: _____

Current Owner Name: _____

Current Owner Address: _____

Current Owner Phone Number: _____

Purchaser of Property Name: _____

Purchaser of Property Mailing Address: _____

Purchaser of Property Phone Number: _____

Contact Name and Phone Number of Individual to Schedule the Occupancy Inspection:

EXISTING USE OF STRUCTURE/PARCEL: _____

PROPOSED USE OF BUILDING/STRUCTURE:

_____ Single Family Dwelling	_____ Multi Family Dwelling – Number of Units: _____
_____ Two Family Duplex Structure	_____ Garden Apartments – Number of Units: _____
_____ Commercial/Industrial	_____ Townhouse – Number of Units: _____

Application is hereby made for permission to occupy the premises above described for the purpose herein stated. If such use complies with the provisions of all laws and ordinances and certificate of zoning is approved, it is understood by the applicant that the said certificate will authorize only the use stated in the certificate of zoning approval.

Date: _____

Signature of Applicant

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REAL ESTATE CERTIFICATE OF INSPECTION APPLICATION

Application Fee – (Residential - \$75.00) & (Commercial - \$100.00)

Payable to Canonsburg Borough

Property Address: _____

Tax Parcel Number: _____

Current Owner Name: _____

Current Owner Address: _____

Current Owner Phone Number: _____

Purchaser of Property Name: _____

Purchaser of Property Mailing Address: _____

Purchaser of Property Phone Number: _____

Contact Name and Phone Number of Individual to Schedule the Occupancy Inspection:

EXISTING USE OF STRUCTURE/PARCEL: _____

PROPOSED USE OF BUILDING/STRUCTURE:

_____ Single Family Dwelling	_____ Multi Family Dwelling – Number of Units: _____
_____ Two Family Duplex Structure	_____ Garden Apartments – Number of Units: _____
_____ Commercial/Industrial	_____ Townhouse – Number of Units: _____

Application is hereby made for permission to occupy the premises above described for the purpose herein stated. If such use complies with the provisions of all laws and ordinances and certificate of zoning is approved, it is understood by the applicant that the said certificate will authorize only the use stated in the certificate of zoning approval.

Date: _____

Signature of Applicant

****SOMEONE MUST BE PRESENT FOR THE INSPECTION****

****FAILURE TO SHOW/RESCHEDULE WITHIN 24 HOURS IS A CHARGE OF \$25.00 PER INCIDENT****

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Landlord-Tenant Reporting Registration Form

Landlord Information

Complete Name of Owner(s)/Landlord: _____

Landlord Address: _____

Email Address: _____

Phone Number: _____

Rental Property Information

Address of Rental Property: _____

Type of Unit:

_____ Single Family Dwelling

_____ Duplex

_____ Multi Family Dwelling/Apartment Building - Number of Units: _____

_____ Commercial Building – Number of Units: _____

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Tenant Information

Tenant Name(s):

Unit/Apt #

Tenant Phone Number(s):

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Tenant Information (cont'd)

Tenant Name(s):

Unit/Apt #

Tenant Phone Number(s):

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Use additional sheet if necessary
Forms **MUST** be filed on or before March 31, and September 30 of EACH YEAR

SECTION 2.

Any person owning any property with the Borough of Canonsburg which is rented to one or more persons for residential purposes who willfully or negligently fails to submit tenant lists as required by SECTION 1, above, shall be liable for, in addition to other penalties herein provided, such sums as would have been billed by the Borough if such tenant listed has been provided less any sums actually received from such tenants for the fiscal year for which the list was not provided.

(FROM BOROUGH ORDINANCE #1233 PASSED JUNE 11, 2001)

SECTION 3.

Any person who shall violate or fail, neglect, or refuse to comply with any of the provisions of this Ordinance, shall, upon conviction of a summary offense by a District Magistrate be fined not less than \$50.00 nor more than any losses incurred by the Borough as provided in SECTION 2, together with the costs of this action, and in default of payment thereof, be committed to the Washington County Jail for a period not exceeding thirty (30) days. Form to be obtained at the Canonsburg Borough Office. There **MUST** be a separate form for each building. FORM MAY BE COPIED.

By
Landlord

68 EAST PIKE STREET, CANONSBURG, PA 15317

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