



## **Borough of Millvale Side Lot Program**

### **WHAT IS IT?**

Does your home or business border a Borough owned lot or an overgrown or vacant lot?

With the Borough of Millvale Side Lot Program, you will no longer have to look out your window and cringe. The Borough of Millvale is introducing a low-cost minimum way for you to buy that lot “as is” and make it your own.

Once the lot is yours, you can transform that eyesore into a private garden, a garden in conjunction with the Gardens of Millvale, a parking area, deck or anything within the Boroughs permitted zoning requirements. In doing so, you will not only increase the size and value of your property, but you will also enhance the appearance of your entire neighborhood.

### **ESSENTIALS**

1. You must own and occupy the property (no more than 2 units) that directly abuts (either on the side, front or rear) the vacant lot.
2. Taxes on (all) properties you own in Millvale must be current with no other liens or encumbrances.
3. You must not have any outstanding Borough Code violations.
4. You must provide proof of residence and evidence of liability insurance coverage for the lot.
5. The Borough of Millvale must own the lot. If, however, it is not owned by the Borough but is tax delinquent, you may be eligible for the Allegheny County Side Yard Sales Program.
6. Before you begin making any changes and/or improvements to the lot, you must own the property and you must make sure your plans comply with the Borough’s Zoning Ordinance.

### **PROCESS**

To qualify the following essentials must be met. Now, the vacant lot of your dreams is available through the following process.

- ☐ Complete and return the Borough of Millvale Side Lot Program Application.
- ☐ The Borough will determine whether the lot you request is available and eligible under the Borough of Millvale Side Lot Program.
- ☐ The Borough will certify that you are not responsible for any outstanding taxes, liens or encumbrances on the property(s) you own. Property owners will also be reviewed for Residency, Arson Prevention, Fair Housing and Zoning violations.
- ☐ The Borough will then provide you with a lease/purchase agreement, which will be signed by you and the Borough. A survey must then be completed of the side lot and your existing property.
- ☐ Required down payment due: Total \$\_\_\_\_\_.
- ☐ You may begin using and maintaining the lot immediately (although you may not make any permanent improvements at this point).
- ☐ While you are leasing the lot, the Borough of Millvale will begin the process necessary to clear the title to the property. This can take up to 18 months.
- ☐ A closing date will be arranged by the Borough of Millvale when the title has been cleared. At that time, you will need \$\_\_\_\_\_ to cover closing costs, deed recording fees and transfer taxes.



## WHAT IF & FAQ

- If you and a neighbor are both, interested in purchasing the same lot?

You will be required to bid for the property. The minimum bid offer is \$200.00.

- All applications will be handled on a first-come, first-served basis. Preference is given to owner-occupants who have resided on the abutting property for a period of greater than 5 years; Preference will be given to abutters who presently maintain their property in good condition and use; Preference will be given to abutters who have been maintaining or investing in the abutters lot; Preference will be given to proposals which fit in well with current Borough uses and design.
- How are applications evaluated?  
All applications that are submitted will be subject to the following reviews:
  - Tax Delinquency Review: Abutters who have had property foreclosed upon by the Borough of Millvale are ineligible to purchase a Side Yard lot. At the time of filing an application and during the application process, applicants must not be delinquent in the payment of taxes on any property in the Borough of Millvale.
  - Proof of Residency Review: Utility bills and notarized letter from a neighbor.
  - Arson Prevention Review: Abutters with arson-related histories or with any unresolved arson-related charges are ineligible to purchase a side yard.
  - Fair Housing Review: Abutters who have any housing discrimination complaints, convictions for violating fair housing laws are ineligible to purchase a Side Yard lot.
  - Code Violation Review: Abutters who have any unresolved violations of building or health codes are ineligible to purchase a Side Yard lot.
  - Complete Application Review: All applications submitted must be complete, incomplete applications will be returned.
  - Eligible Abutter Review: Applicants must be an abutting property owner to be eligible to purchase a Side Yard lot.
  - Zoning Review: The proposed sale of the Side Yard lot must not expand a nonconforming use.
- Following the review process, all acceptable applications will continue to the next process. All abutters who are ineligible for the program will be notified, and their applications will not be considered.
- Upon approval of the application, accepted abutters will be required to survey their existing lot and the new side lot for the purposes of combining both lots into a newly configured lot and record the new lot with the Allegheny County Registry of Deeds.



## WHAT IF & FAQ, continued

- Millvale Borough Council will make the final decision on the disposition of all lots as custodians of the property.
- What are the terms and conditions of the sale?
  - The buyer will be responsible for all legal, recording or other applicable fees that may be incurred as part of the sale.
  - The buyer will be required to incorporate the new abutter lot into their existing lot to form a new lot and record with the Allegheny County Registry of Deeds.
  - The deed from the Borough will contain restrictions which shall run with the land and which shall be enforceable by the Borough, to provide substantially as follows:
    - The premises shall be kept free of garbage and debris.
    - The premises shall be combined with the abutting property into the same record ownership for the purposes of future conveyances.
- **NO GUARANTEE OF ACQUISITION:** There is no guarantee that the Borough of Millvale will convey the property as it proceeds through the courts. While it would be very unusual for the Borough not to convey legal title, it could happen. If it does, you will still be responsible for costs incurred, as no refunds will be offered.