

**BIGLERVILLE BOROUGH COUNCIL**  
**33 MUSSELMAN AVENUE**  
**BIGLERVILLE, PA 17307**

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Check One

- Initial Registration Vacancy/Foreclosure  
 Renewal Registration Vacancy/Foreclosure

**VACANT AND/OR FORECLOSURE PROPERTY REGISTRATION**

Within ten (10) business days of filing a foreclosure or vacating real property located within the corporate limits of Biglerville Borough, the mortgagee must submit this application and comply with all required fees.

Street Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Date of Initial Foreclosure Filing/Vacancy: \_\_\_\_\_

Property Type: Single Family  Multi Family  Commercial/Industrial  Mixed Use

**NOTE:** If registering more than one property please fill out a separate application and remit separate fees.

Owner Name: \_\_\_\_\_

Address: Street: \_\_\_\_\_

(No Post Office Box) City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**LOCAL AGENT:** Owners who do not live in Pennsylvania MUST list a local agent.

Name: \_\_\_\_\_

Address: Street: \_\_\_\_\_

(No Post Office Box) City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**EMERGENCY INFORMATION (LIST TWO)**

**Please supply us with information of emergency contacts for this property for after normal business hours.**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

How long has the property been vacant? \_\_\_\_\_

How long do you expect the property to remain vacant? \_\_\_\_\_

**Failure to register abandoned/vacant real property on an annual basis and/or violation of Sections of Chapter 11 - 100 of the Borough Code = \$500 civil penalty**  
**FEES FOR EACH PROPERTY REGISTERED, PAYABLE ANNUALLY, NON-REFUNDABLE AND ARE NOT PRORATED, IN ACCORDANCE TO BOROUGH ORDINANCE NUMBER 1-2019.**

**FEES: PER PROPERTY:**

Registration/Inspection Fees Due With the Application \$500.00

Foreclosed properties must provide proof of inspection. Vacant properties will be inspected by Borough Code Enforcement Officer.

**MAKE CHECKS PAYABLE TO "BIGLERVILLE BOROUGH"**

**Note:** If the status of the registration information changes, including, but not limited to, the ownership of the Property. It is the responsibility of the owner to contact the Code Enforcement Officer within 30 days of the occurrence of such change and to provide the Borough with an amended registration in writing detailing such changes.

**Note:** If applying for a One-Time or Two-Year Waiver please complete **Page 3 in addition** to the first two pages of the statement.

**OWNERSHIP INFORMATION**

If owner is a corporation, Statement must be accompanied by copy of the most recent relevant filing with PA Dept. of State.

**Please check the appropriate box and provide the information requested below:**

**If the Owner is a Corporation**, provide name and residence address of all officers and directors.

**If the Owner is an Estate**, provide name and business address of the executor of the estate.

**If the Owner is a Trust**, provide name and address of all trustees, grantors, and beneficiaries of the estate.

**If the Owner is a Partnership**, provide name and residence address of all partners with a 10% interest or greater.

**If the Owner is any other form of Unincorporated Associated**, provide name and residence address of all principals with a 10% interest or greater.

**If the Owner is an Individual**, provide name and residence address of the owner.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

***(USE ADDITIONAL SHEET OF PAPER, IF NECESSARY)***

I am hereby registering the above vacant property, I understand in no instance shall the registration of a vacant building and the payment of registration fees be construed to exonerate the owner, agent, or responsible party from responsibility for compliance with any applicable costs.

I understand that before the property can be occupied, it must be inspected and meet the requirements of the Property Maintenance Code of the Biglerville Borough and all other Codified Ordinances of Biglerville Borough.

**NOTARIZATION:**

**COMMONWEALTH OF PENNSYLVANIA**

**COUNTY OF ADAMS:**

Signed and sworn to (or affirmed) before me on: \_\_\_\_\_

By: \_\_\_\_\_

Notary Public

\_\_\_\_\_

(SEAL)

**WAIVER SECTION**

**If applying for a waiver, please check the waiver you are requesting. Please submit the required information with the statement.**

**ONE TIME WAIVER, OF THE REGISTRATION FEE.**

A one-time, one year waiver of the registration fee may be granted by the Code Enforcement Officer upon application of the owner and upon review and advice of the Borough Solicitor, if the owner:

- (a) Demonstrates with satisfactory proof to the Code Enforcement Officer that he/she submitted valid architectural or building plans, based on the Borough's building permit and/or planning application procedures, and otherwise has shown good faith efforts to rehabilitate, demolish, or otherwise substantially repair, improve or remove the vacant building; or

A one-time, one year waiver of the registration fee may be granted by the Code Enforcement Officer upon application of the owner and upon review and advice of the Borough Solicitor, if the owner:

- (b) Demonstrates with satisfactory proof to the Code Enforcement Officer that he/she is actively marketing the property for sale/lease.

Actively marketing will be defined as an owner having placed a "for sale" or a "for lease" sign on the exterior of the property with accurate contact information, which information is provided to the Borough and has done at least one of the following:

- (1) Engaged the services of a licensed real estate broker, who name, address, telephone number and email will be provided to the Code Enforcement Officer;
- (2) Placed weekly advertisements in print or electronic media;
- (3) Distributed printed advertisements;
- (4) Has listed the property for sale or lease in the local Multi Listing Service (MLS)

**TWO YEAR WAIVER, OF THE REGISTRATION FEE.**

Upon application by the owner and satisfaction of the above requirements, the Code Enforcement Officer may, upon advice and review of the Borough Solicitor, grant a two - year waiver of the registration fee if the owner meets the criteria for a charitable non-profit organization as defined by Section 501c (3) of the Internal Revenue Code or if the building owner is the United States. Commonwealth of Pennsylvania or a subdivision thereof, or a county, municipalities or school district or a related department, agency or authority.

**DECISION ON APPLICATION FOR WAIVER:**

Within 30 days after the waiver application is received by the Code Enforcement Officer, and upon review and advice by the Borough Solicitor, the Code Enforcement Officer or designee shall grant or deny the waiver in writing and mail the written decision to the owner. If the owner properly submitted an application for a waiver to the Code Enforcement Officer and he/she has rendered a decision which the owner seeks to appeal, the owner must file an application in writing within 15 calendar days of mailing of the Code Enforcement Officer's decision, with the Public Safety Committee of the Borough Council, stating the basis for the appeal. If the Public Safety Committee determines that the appeal should be granted, it shall recommend to the full Borough Council that the Code Enforcement Officer's decision should be vacated and shall recommend what, in its judgement, is an appropriate remedy or disposition of the applicant. If the Public Safety Committee determines that the appeal should not be granted, it shall make such recommendation to the Borough Council. The Borough Council shall render the final decision of the appeal, after consideration of the determination of the Public Safety Committee, the recommendation of the Code Enforcement Officer and any relevant staff or third-party reports or documentation. The Code Enforcement Officer shall be afforded an opportunity to present the basis of his decision to both the Public Safety Committee and to the Borough Council.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: Should a waiver be granted the Solicitor's fee will be charged to the applicant. Should the waiver be denied, our Solicitor's fee will be deducted from the application fee. If an appeal is filed, the decision of the Solicitor's fee will be addressed after the matter has been resolved.

**FOR OFFICE USE ONLY**

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**INSPECTION RESULTS:**

Date of Inspection: \_\_\_\_\_

Safety Violations: \_\_\_\_\_  Passed  Failed  See Notes

Notes:

Exterior: \_\_\_\_\_  Passed  Failed  See Notes

Notes: