



Vacant Property Registration

In accordance with Ordinance 1357 of the Borough of Canonsburg, all vacant properties in the Borough are required to be registered annually by the owners. This ordinance was enacted to protect the health, safety, and welfare of Borough residents, to prevent blight, to protect property values, and to avoid the creation and maintenance of nuisance properties.

You are still responsible for keeping the building secured, grass cut, and property maintained free of trash and debris. Failure to do so will result in a legal citation. If the Borough of Canonsburg must cut, clean, or otherwise perform any type of maintenance to the property, you will be invoiced for labor and equipment. If the invoice is not paid within thirty (30) days, the property will be lienied.

I. Application Type

- ☐ New Registration
- ☐ Registration Renewal
- ☐ Registration Exemption/Removal (see Section VII)

II. Property Description

Property Address: _____

Parcel ID Number: _____

Property Type: ☐ Commercial ☐ Residential



III. Owner Information

Name: _____ Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone #: _____ Emergency Phone #: _____

Email Address: _____

IV. Person/Business Maintaining Property

Name: _____ Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone #: _____ Emergency Phone #: _____

Email Address: _____



V. Registration Fees

The registration fees for vacant properties in the Borough of Canonsburg are as follows:

Commercial Property:

Initial registration fee is waived. \$200 for each calendar year the property remains vacant.

Residential Property:

Initial registration fee is waived. \$100 for each calendar year the property remains vacant

VI. Re-Use Plan

☐ No Re-Use Plan

VII. Exemption/Removal from Registration (Please be sure to complete Sections II-IV)

- ☐ Property is occupied
- ☐ Plan to Re-occupy within 180 days
- ☐ Property is actively listed for sale
- ☐ Registration for current calendar year paid by previous owner



Applicant:

I hereby attest to the truth and accuracy of the information contained in this application.

Signature of Owner/Agent: _____ Date: _____

Print Name: _____

Amount Enclosed: \$ _____

**** Make checks payable to BOROUGH OF CANONSBURG ****

For Official Use Only:

Application approved by: _____ Date: _____

Amount Received \$ _____

Page 4 of 4

68 EAST PIKE STREET, CANONSBURG, PA 15317

PHONE (724) 745-1800 FAX (724) 745-8850