

Date Application Received _____ (For Borough Use)

**BOROUGH OF SEWICKLEY HEIGHTS
REQUIREMENTS FOR THE ISSUANCE OF A NO-LIEN LETTER
AND TAX CERTIFICATION**

➤ Procedural Requirements:

- ☐ Prior to applying for a No-Lien Letter, the Seller must contact the Borough Sewage Enforcement Officer (SEO) and arrange for evaluation and inspection of the on-lot wastewater disposal system by a certified inspector or master plumber engaged by the Seller. **The Seller should contact the SEO at least thirty (30) days in advance of closing to determine the required method of evaluation and inspection best suited to the on-lot system. All evaluations and inspections must be performed in coordination with the SEO.**
- ☐ Requests for No-Lien Letters and Tax Certifications must be received at least fifteen (15) business days in advance of closing. **All required information must be received prior to processing.**
- ☐ Prior to issuing a No-Lien Letter, an investigation will be made to verify that current and prior years' earned income taxes (EIT) have been paid. The Seller should be aware of this procedure to avoid any delay in obtaining the No-Lien Letter.
- ☐ Please refer to the "Recommended Contacts" (page 2) for related inquiries regarding No-Lien Letters and Tax Certifications.

➤ To be submitted along with a No-Lien Letter request:

- ☐ No-Lien Letter Application (attached), **with all items completed.**
- ☐ A fee of \$300.00, by check payable to Borough of Sewickley Heights. NOTE: If this is a **refinance** request, the fee is \$50.00.
- ☐ A self-addressed, stamped envelope, return fax number, and/or email address.
- ☐ A Residency Certification Form (included in this Application), completed and signed by the prospective Buyer. NOTE: If this is a **refinance** request, the Residency Certification Form must be signed by the current homeowner.
- ☐ A written report with results of all on-lot system evaluations and inspections requested by the SEO. NOTE: If this is a **refinance** request, no on-lot system evaluation or inspection is required.

➤ To be submitted along with a Tax Certification request:

- ☐ A fee of \$25.00, by check payable to Borough of Sewickley Heights Tax Collector.

➤ Please direct questions and submit all materials to:

Nathan A. Briggs, Borough Manager
Borough of Sewickley Heights
238 Country Club Road
Sewickley, PA 15143
Telephone: 412-741-5119 ext. 2

Mark W. Reidenbach, PE, PLS, SEO
Gateway Engineers
Telephone: 412-409-2362
mreidenbach@gatewayengineers.com

THE ISSUANCE OF A NO-LIEN LETTER IS NOT A REPRESENTATION OR WARRANTY BY THE BOROUGH OR THE SEO THAT AN ON-LOT OR OTHER WASTEWATER DISPOSAL SYSTEM IS FUNCTIONING PROPERLY OR IN COMPLIANCE WITH LAW. SELLERS AND BUYERS, AND THEIR RESPECTIVE AGENTS AND LENDERS, SHOULD NOT ALLOW A NO-LIEN LETTER TO SUBSTITUTE FOR THEIR OWN DUE DILIGENCE INVESTIGATION.

RECOMMENDED CONTACTS:

To check for current Borough Real Estate Taxes	Borough Manager: 412-741-5119 ext. 2
To check for current Quaker Valley School District Real Estate Taxes	Jordan Tax Service 412-835-5243
To check for delinquent Borough and Quaker Valley School District Real Estate Taxes	Jordan Tax Service 412-835-5243
To check for delinquent Earned Income Taxes	Keystone Collections Group Danielle Gabris 855-697-3514
For Sewage/Water Inquiries	Sewickley Borough Wastewater Treatment Department: 412-741-6510 Sewickley Borough Water Authority: 412-741-9180 Aleppo Township Authority (Water and Sewer): 412-741-7755 West View Water Authority: 412-931-3292
For Certified Inspectors/Master Plumbers	Any certified inspector or licensed master plumber selected by the Seller and qualified (as determined by the Borough SEO) to perform the required evaluations and inspections applicable to the particular on-lot system.

Septic/Sewer Service:

- ☐ Public: ☐ Aleppo Sewage Authority ☐ Sewickley Borough Sewage Department
- ☐ On-Lot Septic System. Provide results of evaluations and inspections requested by SEO.
- ☐ Small Flow Treatment Facility. Provide:
 - 1. Copy of most recent PA Department of Environmental Protection (DEP) renewal or reissuance of NPDES permit
 - 2. Copy of notice to DEP re transfer of ownership
 - 3. Copy of most recent maintenance report, and
 - 4. Written confirmation that the Borough SFTF collateral escrow fund will be credited to Sellers and debited to Purchasers on the closing settlement statement
- ☐ Other. Provide:
 - 1. Copy of current DEP permit
 - 2. Copy of most recent maintenance report

Stormwater and Erosion Facilities:

Are there any facilities located on the property designed to control stormwater and erosion (e.g., detention ponds, tanks, silt fencing)?

- ☐ No
- ☐ Yes. Please identify:_____

Have there been any investigations and/or enforcement actions relating to the property by the Allegheny County Conservation District (ACCD) or DEP?

- ☐ No
- ☐ Yes. Please identify:_____

Have there been any complaints (e.g., private, Borough, ACCD, DEP) received or water run-off, stormwater and erosion events affecting or originating from the property?

- ☐ No
- ☐ Yes. Please identify:_____

Nonconforming Structures:

Are there any nonconforming structures on the property (e.g., located in the setback)?

- ☐ No
- ☐ Yes
 - ☐ Structures pre-date the Zoning Ordinance
 - ☐ Variance granted by the Zoning Hearing Board
 - ☐ Approval granted by the Historical Architectural Review Board (HARB)

Roads and Easements:

- ☐ Access is by driveway intersecting a public road.
 - ☐ State road
 - ☐ County road
 - ☐ Borough road
- ☐ Access is by driveway intersecting a private road.
 - Is there a shared maintenance agreement?
 - ☐ No
 - ☐ Yes. Provide a copy.

Are there any easements, rights-of-way, or trails (of record or as used) traversing the property (e.g., the Sewickley Hunt)?

- ☐ No
- ☐ Yes. Please identify:_____

Pending Borough Approvals:

Are there any matters impacting the property that are the subject of a Developers Agreement with the Borough?

- ☐ No
- ☐ Yes. Please identify:_____

Are there any matters impacting the property currently before the HARB, Planning Commission, Zoning Hearing Board, or Borough Council?

- ☐ No
- ☐ Yes. Please identify:_____

Note: All HARB Certificates of Appropriateness and Zoning Hearing Board variances generally expire upon the earlier of the transfer of the property or two years from the date of issuance.

Are there any outstanding Building Permits or Final Inspections required by the Building Code Official?

- ☐ No
- ☐ Yes. Please identify:_____

[SEE RESIDENCY CERTIFICATION FORM INCLUDED WITH THIS APPLICATION]



RESIDENCY CERTIFICATION FORM

Local Earned Income Tax Withholding

TO EMPLOYERS/TAXPAYERS:

This form is to be used by employers and taxpayers to report essential information for the collection and distribution of Local Earned Income Taxes to the local EIT collector. This form must be used by employers when a new employee is hired or when a current employee notifies employer of a name or address change. Use the Address Search Application at dced.pa.gov/Act32 to determine PSD codes, EIT rates, and tax collector contact information.

EMPLOYEE INFORMATION – RESIDENCE LOCATION

NAME (Last Name, First Name, Middle Initial)			SOCIAL SECURITY NUMBER 	
STREET ADDRESS (No PO Box, RD or RR)				
ADDRESS LINE 2				
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER	
MUNICIPALITY (City, Borough or Township)				
COUNTY	RESIDENT PSD CODE 		TOTAL RESIDENT EIT RATE	

EMPLOYER INFORMATION – EMPLOYMENT LOCATION

EMPLOYER BUSINESS NAME (Use Federal ID Name)			EMPLOYER FEIN 	
STREET ADDRESS WHERE ABOVE EMPLOYEE REPORTS TO WORK (No PO Box, RD or RR)				
ADDRESS LINE 2				
CITY	STATE	ZIP CODE	PHONE NUMBER	
MUNICIPALITY (City, Borough or Township)				
COUNTY	WORK LOCATION PSD CODE 		WORK LOCATION NON-RESIDENT EIT RATE	

CERTIFICATION

Under penalties of perjury, I (we) declare that I (we) have examined this information, including all accompanying schedules and statements and to the best of my (our) belief, they are true, correct and complete.	
SIGNATURE OF EMPLOYEE	DATE (MM/DD/YYYY)
PHONE NUMBER	EMAIL ADDRESS

For information on obtaining the appropriate MUNICIPALITY (City, Borough, Township), PSD CODES, and EIT (Earned Income Tax) RATES, please refer to the Pennsylvania Department of Community & Economic Development website:

dced.pa.gov/Act32