



The Borough of Hanover  
YORK COUNTY, PENNSYLVANIA

44 Frederick Street, Hanover, PA 17331  
Phone: (717) 637-3877 [www.hanoverboroughpa.gov](http://www.hanoverboroughpa.gov)

iWorQ License No: \_\_\_\_\_

**VACANT PROPERTY REGISTRATION / LICENSE APPLICATION**

Physical Address of Vacant Property: \_\_\_\_\_

York County Parcel ID Number: \_\_\_\_\_

To find the Parcel ID Number, please use the link below to the York County Assessment Office GIS website;

<https://yorkcountypa.gov/property-taxes/assessment-and-tax-claim-office/assessment-information/searchable-assessment-database-and-mapping.html>

**Type of Property:**

- Single Family Residential
- Multi-Family
- Commercial / Industrial
- Mixed Use

**NOTE: If registering more than one property please fill out a separate application for each property. This will ensure all information relating to the specific property is correct.**

**OWNER:**

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 PHONE: (     ) \_\_\_\_\_

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

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 PHONE: (     ) \_\_\_\_\_

**EMERGENCY INFORMATION (Please provide at least 2 contacts)**

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

Name: \_\_\_\_\_ Phone No. (     ) \_\_\_\_\_

Name: \_\_\_\_\_ Phone No. (     ) \_\_\_\_\_



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How long has the property been vacant? \_\_\_\_\_ (Months)

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

In accordance with **Ordinance No. 2262**, there is a registration fee and inspection fee that is due upon application (and for renewals) in accordance with the current adopted Hanover Borough Fee Schedule.

FEES ARE FOR EACH PROPERTY REGISTERED.

MAKE CHECK PAYABLE TO "THE BOROUGH OF HANOVER"

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 Borough within 30 days of the occurrence of such change** and to provide the Borough with an amended registration in writing detailing such changes.

For example, if your property is in the registry program, and you sell it, and the new owner will keep the "vacant" status, it is required that you file to amend the registration to reflect the new ownership. Failure to do so can result in enforcement, including fines.

**Refuse Services** (*owner to check box*)

Applicant requests refuse collection / disposal services be suspended:  YES  NO

**Note:**  
*Please note that water and sewer service charges will continue until a work order request is made to physically remove the water meter. While this will cease water and sewer service charges, there will be a fee for the removal and the future reinstallation of the water meter.*



**OWNERSHIP INFORMATION**

If owner is a corporation, Statement must be accompanied by copy of 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 Association**, provide name and residence address of all principals with a 10% interest or greater.
- If the Owner is a Individual**, provide name and residence address and phone number of the owner.

STREET \_\_\_\_\_  
 : \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 PHONE: (     ) \_\_\_\_\_

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 codes.

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

**\*This application must be signed in presence of notary:**

\*Applicant's Signature: \_\_\_\_\_

**NOTARIZATION**

\_\_\_\_\_

Subscribed and sworn before me: \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year

Signature of person administering oath: \_\_\_\_\_

Seal:



### **WAIVER SECTION**

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

*Note: If applying for a One-Time or Two-Year Waiver please fill out the waiver information requested on the last page in addition to the first two pages of this statement.*

**ONE-TIME WAIVER**, of registration fee.

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

- a. Demonstrates with satisfactory proof to the Borough Manager 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
- b. Demonstrates with satisfactory proof to the Borough Manager 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, whose name, address, telephone number and email will be provided to the Borough Manager;
  - 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 Services (MLS).

**TWO-YEAR WAIVER**, of registration fee.

Upon application by the owner and satisfaction of the above requirements, the Borough Manager 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 501(c)(3) of the Internal Revenue Service Code or if the building owner is the United States, Commonwealth of Pennsylvania or a subdivision thereof, or a county, municipality 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 Borough Manager, and upon review and advice by the Borough Solicitor, the Borough Manager 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 Borough Manager and the Borough Manager 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 Borough Manager'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 Borough Manager's decision should be vacated and shall recommend what, in its judgment, is an appropriate remedy or disposition of the application.

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 Borough Manager and any relevant staff or third-party reports or documentation. The Borough Manager shall be afforded an opportunity to present the basis of his decision to both the Public Safety Committee and to the Borough Council.

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**FOR OFFICE USE ONLY**

**Submissions Checklist:**

Application Completion:	YES	NO	
Application Signed:	YES	NO	N/A
Refuse Services Noted:	YES	NO	N/A
Waivers Noted:	YES	NO	N/A

Accepted/Returned by: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Water / Sewer Account Numbers: \_\_\_\_\_

Refuse Account Numbers: \_\_\_\_\_