

# North Versailles Township Sanitary Authority

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## **Procedures for Lien Letters and Dye Test Certifications**

The North Versailles Township Sanitary Authority recognizes that time is of the essence when real estate agents, closing agents, and attorneys request sewage lien information and dye test certifications. The Authority has adopted various policies in order to formalize the application process, and the purpose of this memo is to bring everyone up-to-date on these policies.

### **Sewage Lien Letters**

Requests for sewage lien letters must be submitted on the Authority's application form, and must be accompanied by the appropriate fee. The current fee is now twenty (\$20.00) Dollars (per Lot & Block). Please allow at least two full working days after our receipt of the application and fee, for completion of the lien letter. While we will be glad to fax a copy of the lien letter in emergency situations, the Authority cannot give verbal information concerning a lien letter.

### **Dye Test Document of Certification**

North Versailles Township Sanitary Authority Resolution No. 11-02, requires that a Document of Certification be issued by the Authority stating that there are no illegal connections to the sanitary sewer system. This ordinance applies to the sale of any property within the municipality on which a building or improvement exists. This does not apply when the property is being refinanced and ownership is not changing. The Document of Certification must accompany the sewage lien letter.

The applicant shall then have a plumber, who is registered and licensed by the Allegheny County Health Department, perform a dye test on the real property to be sold. The plumber shall complete the appropriate portions of the form confirming that the property has been dye tested and certifying the results of such test. The Authority's Resolution requires that the application for the Certification be received by the Authority along with the fee (currently \$20) at least 14 days prior to the closing on the property, or 7 days prior to the need for the sewage lien letter. Therefore, when both a lien a lien letter and document of certification are needed, both applications and fees must be received by the Authority at least 7 full working days before the closing date. While the Authority will make every attempt to process late applications as quickly as possible, we cannot guarantee completion in time for the closing.

**\*\*\*\*\*NOTE: THE SANITARY AUTHORITY FOREMAN MUST BE PRESENT DURING THE DYE TEST**

**PLEASE HAVE THE PLUMBER CALL THE SANITARY OFFICE TO SCHEDULE AT LEAST  
24 HOURS IN ADVANCE**

In the event a violation is discovered during the dye test, the violation must be corrected prior to the sale. The Authority will mail a notification of the violation, however this usually takes several days. Therefore, if the property owner and/or representative cannot remain at the site to learn the results of the dye test, we recommend that the property owner or representative contact the plumber for the results of the dye test in order to avoid delays. A Temporary Document of Certification can be issued in some limited circumstances, and more information on this procedure can be found in section 4 of Resolution No. 11-02

Submit both applications on the Authority's form (copies attached).

Include all appropriate fees. Check should be made payable to: NVTSA.

Provide complete and accurate information on the applications, including current property owner's name, location of property including street address and tax map number. We also need the closing date and the seller's forwarding address. Inaccurate or incomplete information causes delays.

Include a telephone number for responsible party and/or plumber in case there are any questions.

Completed applications will be processed in the order received.

This letter describes the procedures for the sewage lien letter. For information on the municipal lien letter, please call the Township office at 412-823-6602. For information on the tax lien letter, please call the Tax office at 412-824-6616. And for information on water lien letters, please call The Municipal Authority of Westmoreland County at 724-755-5800 or Wilkinsburg-Penn Joint Water Authority at 412-243-6200.

The North Versailles Township Sanitary Authority is committed to providing you with complete, accurate and timely information in a courteous and professional manner. Your cooperation and compliance with our procedures is vital in order for this goal to be achieved.

Please call us at any time if there are questions or problems concerning your requests for sewage lien letters or certifications.