

Borough of Gettysburg  
59 East High Street  
Gettysburg, PA 17325  
(717) 334-1160 ext. 224 or 247

**Permit Number** \_\_\_\_\_



## APPLICATION FOR SOLICITATION LICENSE

Gettysburg Borough Ordinance Chapter 13, Part 5 requires that all persons engaged in soliciting donations or gifts, either of money, merchandise or any other thing of value, within the Borough of Gettysburg, obtain a license from the Department of Planning, Zoning, and Historic Preservation as delegated by the Mayor. This provision shall not require the procurement of a license by any person who is engaged in the activities of religious proselytizing, political speech, and the distribution of political handbills. A copy of the Solicitation License Ordinance can be reviewed at the Borough office or online at the Borough's website at [www.gettysburgpa.gov](http://www.gettysburgpa.gov).

Please accurately and completely provide the requested information on the following application to assist Planning Department personnel as to whether or not a Solicitation License should be issued. The information on this application will be used by the Planning Department to determine the appropriateness of a license.

### **Section A**

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

#### **Solicitation**

**License Fees:** *\$36.00 monthly*

Person Completing Application: \_\_\_\_\_

Email: \_\_\_\_\_

#### **Firm or Business**

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

**Street:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Fax:** (\_\_\_\_) \_\_\_\_\_

#### **Firm or Business**

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

**Street:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Fax:** (\_\_\_\_) \_\_\_\_\_

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**Section B**

Please specifically list the areas and cities where you have recently conducted your Solicitation:

**Section C**

Below, briefly describe the nature and methods of your solicitation:

**Section D**

Please list the specific areas of the Borough where you intend to conduct your Solicitation:

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**Section E** Complete the following information for each individual who will be engaged in soliciting for your organization, business, or firm by providing documentation of either non-profit tax exempt status through the IRS, or of a private business affiliation (official company photo ID Badge with company name and phone number). A mini-placard will be required for each individual:

<b>1.</b>  Name:  Address:   Phone: (     ) _____	<b>2.</b>  Name:  Address:   Phone: (     ) _____
<b>3.</b>  Name:  Address:   Phone: (     ) _____	<b>4.</b>  Name:  Address:   Phone: (     ) _____

**Section F**

**Permit Approval**

\_\_\_\_\_  
**Director of Planning / Borough Representative**

\_\_\_\_\_  
**Date**

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<b><u>Section G</u></b>		<b>PAYMENTS:</b>
Mail or Drop Off Application to:	Check or Money Order Made Payable to: <b>Borough of Gettysburg</b>	
	<b>Contact Information:</b> Karen Mesher, Planning Management Assistant (717) 334-1160 ext. 247 / <a href="mailto:kmesher@gettysburgpa.gov">kmesher@gettysburgpa.gov</a>	
<b>Borough of Gettysburg</b> Attn: Planning Department 59 East High Street Gettysburg, PA 17325		

## Notes:

1. Solicitors shall exhibit their license upon request of any official or police officer of the Borough, any person upon whose premises the solicitor enters or any person solicited.
2. Solicitation License issued herewith shall be valid for a period of thirty days and may be extended by Planning Department personnel on behalf of the Mayor for an additional thirty days.
3. Any Solicitation License may be revoked by Planning Department personnel on behalf of the Mayor upon written notice to the licensee for misrepresentation or false statement contained in the application.
4. Solicitation cannot occur upon any other day of the week before 9:00 AM or after 9:00 PM prevailing time.
5. Any violation of the ordinance by any Licensee upon conviction shall be extended to pay a fine of not more than \$600.00 and / or imprisonment for a term not to exceed 90 days; and every day that a violation of this Part 5 shall constitute a separate offense.