

**Gettysburg Borough Storm Water Authority  
Change of Ownership Form**

*Any GBSWA Property Owner who believes that storm water fees have been assigned for a parcel they do not own, will need to complete this form in its entirety with all required supporting documents.*

*Please fill out all Sections of this form, except for Sections marked “For GBSWA Use Only”*

**General Information:**

Submission Date: \_\_\_\_\_  
Name of Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**Property Information:**

Property Address: \_\_\_\_\_  
Parcel ID Number: \_\_\_\_\_  
Date of Ownership Change: \_\_\_\_\_  
Name of New Property Owners: \_\_\_\_\_

**Checklist:**

**REQUIRED ITEMS THAT MUST BE SUBMITTED WITH THIS FORM FOR ADMINISTRATIVE COMPLETENESS:**

*Please note that any submitted documentation will not be returned to the Property Owner and will become a record attached to the land parcel for future reference.*

- A copy of the Property Owner’s GBSWA Billing Notice.
- Tax Parcel Information or the Deed for the Property showing new ownership.  
(Adams County Parcel Website: [https://mapping.adamscounty.us/apps/Public\\_Parcel\\_Viewer/](https://mapping.adamscounty.us/apps/Public_Parcel_Viewer/) )

**PROPERTY OWNER STATEMENT**

*The Property Owner or Authorized Representative agrees, by signing below, that they have completed this form to the best of their knowledge and that the information contained in this document is true and accurate.*

\_\_\_\_\_  
Signature of Property Owner or Authorized Representative

\_\_\_\_\_  
Printed Name of Property Owner or Authorized Representative

**SUBMISSION OF FORM**

Please mail or email the completed form and all required supporting documents to:

**Gettysburg Borough Storm Water Authority  
Attn: Debra English  
59 East High Street  
Gettysburg, PA 17325  
Email: [DEnglish@gettysburgpa.gov](mailto:DEnglish@gettysburgpa.gov)**

**“FOR GBSWA USE ONLY”**

**FORM TRACKING**

Received by Borough

By: \_\_\_\_\_

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

Administratively Complete

By: \_\_\_\_\_

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

Reviewed by Finance Dept.

By: \_\_\_\_\_

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

Verified with Adams County

By: \_\_\_\_\_

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

Freedom Software Updated

By: \_\_\_\_\_

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