

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/)

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**

“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: _____