

### **CONSOLIDATED LAND USE PERMIT APPLICATION**

Applications may be submitted via email: permits@gettysburgpa.gov
Mail/Drop box: Borough of Gettysburg, 59 E. High Street, Gettysburg, PA 17325

PROPERTY	Property Address:						
PEI	Property Owner: Owner Email:						
PRC	Owner Address: Owner Phone:						
╘	Designated Point of Contact — This is the Borough's point of contact for the project & where permits are sent:						
<b>APPLICANT</b>	Applicant Applicant Email:						
	Applicant Address:		Applicant Phone:				
AP	Contractor/Architect (if different):					PA License # _	
ZONING	Property Use(s) Residential: ☐ SINGLE-FAMILY ☐ DUPLEX/2-FAMILY ☐ >2 RESIDENTIAL UNITS #  Property Use(s) Commercial: ☐ RETAIL ☐ OFFICE ☐ VACATION RENTAL ☐ PROFESSIONAL SVC. ☐ RESTAURANT/FOOD SVC. ☐ OTHER						
Z	Previous Property Use or Business:						
	Select all that apply: ☐ REPAIR ☐ REN						
	☐ CHANGE OF USE ☐ CHANGE OF OCCUPANCY Cost of Improvement(s), including Labor: \$						
SCOPE OF WORK	APPLICATIONS WITHOUT A FULL DESCRIPTION / SCOPE OF WORK WILL NOT BE ACCEPTED.  Provide a detailed description of proposed project, including materials if construction proposed. If the project involves exterior improvements, please attach a site sketch, or a satellite image with the improvements drawn/highlighted, including dimensions, & distance from the property lines. If you are applying for a change of use, include the proposed and former use, and any improvements proposed with the change.						
						□ additional in	formation attached
HISTORIC DISTRICT	IS THIS PROPERTY IN THE HISTORIC DISTRICT? ☐ YES ☐ NO			Projects 1	hat increase the ar	mount of imper	vious (not allowing
	If YES, & your project has proposed repairs or improvements to the <b>exterior</b>			stormwater to pass through) surface on the property totaling 800 square feet or less will also require a Minor Stormwater Permit application (Fee: \$25). Those with greater than 800 SF increased impervious coverage require a Major Stormwater			
	of a building or property, the following documents are <b>REQUIRED</b> :  ☐ Color photos of front façade (Street view)						
	☐ Drawings and/or renderings of improvements			Permit Application (Fee: \$50).			
	☐ Detailed description and/or images of existing & proposed materials and samples			Impervious Examples: Structures, Sheds, Sidewalks, Pools, Stonework, Decks, Patios, Concrete, Gravel, Etc.			
	If you have questions about whether your project requires full HARB review, contact Debra English: <a href="mailto:denglish@gettysburgpa.gov">denglish@gettysburgpa.gov</a> . HARB meetings are held the 3rd Wednesday of every month at 7:00 PM.			If you have questions about whether your project requires a Stormwater Permit, please contact Debra English denglish@gettysburgpa.gov.			
ш	SEE REVERSE FOR APPLICATION FEE SCHEDULE to calculate your total fee. Include check or money order payment (to "Borough of						
	Gettysburg") equal to this amount upon submission of your application. Applications are not complete until payment has been remitted.						
A 10 10	Land Use Application Fee \$40 + Fence/Non-UCC application \$ + Sign \$ = TOTAL \$						
Applicant Certification  I hereby certify that the information contained herein is complete & accurate and the work is authorized by the owner of record of the named property.							
Applicant Signature Date							
FOR OFFICE USE ONLY:							
			Additional Permits		Additional Permits	Amou	nt Due
Approved: Dat		Date:	Date:		Notes:		

### SUBMIT ALL APPLICATIONS AND MATERIALS, INCLUDING UCC APPLICATIONS TOGETHER WITH LAND USE APPLICATION

LAND USE: \$40

UCC (Uniformed Construction Code) BUILDING PERMIT: See PA Municipal Code Alliance Schedule of Fees.

NON-UCC BUILDING PERMIT: \$10 PER \$1,000 IN COST UP TO \$10,000 (MAX \$100 PERMIT FEE)

\*Projects that involve both UCC and non-UCC components are required only to obtain a UCC building permit.

SIGNS: \$25 PER SIGN

STORMWATER, MINOR (Under 800 SF): \$25 STORMWATER, MAJOR (Over 800 SF): \$50

FENCE: \$10 PER \$1,000 IN COST UP TO \$10,000 (MAX \$100 PERMIT FEE)

CERTIFICATE OF APPROPRIATENESS: No fee

### **APPLICATIONS -OR CERTAIN PROJECTS ADDITIONAL**

**APPLICATION FEE** 

SCHEDULE

- **UCC BUILDING PERMIT:** Visit our building code contractor pacodealliance.com for information on UCC building permit requirements.
- STORMWATER: Any exterior structure or improvement that changes the footprint of a building, driveway, walkway, gravel pad, etc. including pools, sheds, and parking areas requires a stormwater permit. Applications can be found on the Borough website under 'Permits & Licenses.'
- HIGHWAY OCCUPANCY PERMIT (HOP): Any improvement or repair that involves work in the Borough Right-of-Way, including sidewalk, curb cuts or work in the area of an existing curb cut, utility replacement/repair at the street, other utility and street work.
- CHANGE OF USE AND OCCUPANCY: Any change from one use to another, such as professional office to retail, residential to lodging, etc.
- SIGNS: All signs, including portable a-frame signs require permits. Sign requirements can be found in the Borough's Code of Ordinances at https://ecode360.com/27355877.
- **SHORT-TERM LODGING:** Additional application form required for lodging uses.
- FLOODPLAIN: Additional documentation may be required for projects located in the Floodplain or Floodway.

### ALL APPLICATIONS CAN BE FOUND ON THE BOROUGH WEBSITE UNDER 'PERMITS & LICENSES'.

# REQUIRED APPLICATION MATERIALS

PROJECTS REQUIRING UCC PERMITTING

- CLEAR SCOPE OF WORK ON LAND USE APP
- COA CHECKLIST
- DETAILED DESCRIPTION OF PROJECT OR CHANGE INCLUDING EXISTING USE AND PROPOSED USE(S) EXISTING AND PROPOSED MATERIALS. **EXAMPLES:** 
  - \* "Conversion of former residential unit to commercial lodging/ Airbnb unit"
  - "Replace existing asphalt shingle roof with standing seam metal in red"
  - \* Installation of 4'x2' wooden hanging sign from existing brackets with lettering "MY BUSINESS"

### CHANGE OF USE AND/OR OCCUPANCY

PROVIDE A CLEAR SCOPE OF WORK ON THE LAND USE APP. EX-AMPLES:

> Proposed conversion of former retail space into professional offices.

Proposed conversion of one side of residential duplex into vacation rental (one unit only).

REQUIRES CERTIFICATE OF USE & OCCUPANCY APPLICATION AND ALL REQUIRED SUPPLEMENTARY MATERIALS, INCLUDING FLOOR PLAN/SKETCH.

Examples of work that require a UCC building permit:

- Any renovation or alteration on a commercial structure, which includes residential structures with 3 units or more.
- Structural repair or change to any building, including 1-2 family residences.
- Examples include (but are not limited to):
  - Stairs/railings
  - Framing
  - Foundation/support/footers
  - Change in door/window openings
  - Plumbing, including change in location of plumbing
  - Pools with water depth greater than 34"

THE EXAMPLES ABOVE DO NOT COMPRISE A COMPLETE LIST OF PROJECTS REQUIRING UCC PERMITTING. FOR MORE INFORMATION ON UCC PERMITTING REQUIREMENTS, VISIT PACODEALLIANCE.COM.

## NON-UCC PROJECTS REQUIRING ERMITTING

Non-UCC building permits are issued for work that does not require review, permitting, and inspection through the PA Uniformed Construction Code (UCC). Non-UCC projects are non-structural projects on single-family dwellings or 2-family/duplex dwellings. Projects that involve buildings with a commercial use (including Vacation Rentals) require permitting pursuant to the PA UCC.

Examples of work that require a non-UCC building permit:

- Residential (single or 2-family) roof replacement/repair not involving repair or replacement of framing.
- Residential re-siding
- Installation of concrete walkway from rear of house to garage
- Residential interior renovation not involving framing, stairs, plumbing, etc.
- New garage construction under 1000 square feet without sewer/ water (plumbing).