



Gettysburg Borough Application for Zoning Approval for Short-Term Lodging
Submit with Land Use application and application for Certificate of Use & Occupancy.

Property Address: _____

Property Owner Name: _____

Owner Address: _____

Email: _____

Phone: _____

GENERAL INFORMATION

How many total bedrooms in the dwelling unit? _____

How many bedrooms available for lodging purposes? _____

Is the unit occupied by a full-time resident? ☐ Yes ☐ No

If yes: ☐ Property owner

☐ Other: _____

IMPORTANT

Complete the section below if your short-term lodging establishment is not the full-time residence of the operator and the operator is not present during rentals, and the establishment meets the definition below of **VACATION RENTAL**. If the operator resides full-time in the dwelling and is present when it is being rented, complete the section on page 2 for a **HOMESTAY** use.

VACATION RENTAL DEFINITION:

A dwelling unit that is available for use or is used for short-term lodging, and where such lodging is provided for compensation, and where the dwelling unit is not concurrently occupied by the operator of the use.

The operator of a VACATION RENTAL use will, at all times while the property is being used as a vacation rental, maintain a contact person/entity on record with the Borough within a fifteen-minute drive of the property. The contact person or entity will be available via telephone 24 hours per day, seven days per week, to respond to complaints regarding the vacation rental use.

Name: _____

Address: _____

Email: _____ Phone: _____

YES	NO	VACATION RENTAL REQUIREMENTS
		Property is located within the R-1A, TC, GC, OT, HC, IND or RO Zoning Districts.
		Property is located within the ESO, Elm Street Overlay District.
		Only one rental booking will occur per night. Multiple separate overnight accommodations in a single night shall be prohibited.
		Food, drink, or meals will not be provided for compensation.
		On-site advertising of the vacation rental use shall be limited to one sign with a maximum size of four square feet. Signs for Vacation Rentals are prohibited in zoning districts other than TC, GC, OT, HC and RO Districts.
		Any required exterior improvements, such as those required to meet applicable fire safety requirements, shall be located to the rear of the building and shall not detract from the residential character of the building.
		The vacation rental use shall be limited to only one such use per parcel.
		Demonstration of registration with the Adams County Treasurer's Office in compliance with County Ordinance No. 2 of 2018, as may be amended, for the payment of hotel room rental tax attached .
		Completed application for Certificate of Use and Occupancy is attached .
		Completed Land Use application is attached .

VACATION RENTAL APPLICANT CERTIFICATION

I, _____, hereby certify that I understand the aforementioned Zoning requirements for operating a VACATION RENTAL use, and that I will operate the VACATION RENTAL use in compliance with all applicable codes and ordinances.

The applicant agrees, by signing below, that the statements made in this application are true and correct.

Applicant's Signature _____

Date _____

HOMESTAY DEFINITION:

A dwelling unit wherein a maximum of two rooms are available for use or are used for short-term lodging, and where such lodging is provided for compensation, and where the dwelling unit is concurrently occupied as a permanent residence by the operator.

Homestay is an accessory use to a permanent residential use or occupancy in the R-1A, OT, RO, GC, HC, and IND Districts, except where the Elm Street Overlay District (ESO) intersects with the OT and RO Districts where a homestay use is not a permitted use. An ACCESSORY USE is defined as a use customarily incidental and subordinate to the principal use of the lot or building and located on the same lot with such principal use of the lot or building.

YES	NO	HOMESTAY REQUIREMENTS
		Property is located within the R-1A, OT, RO, GC, HC, TC or IND Districts.
		Property is located within the (ESO) Elm Street Overlay District
		Maximum two rental rooms or suites (such as bedroom and attached bathroom) will be made available for lease to only one rental party at any given time. All other rooms in the dwelling are either shared with resident or for exclusive use by resident.
		All listings and advertisements of HOMESTAY use will reflect the shared nature of the unit with the full-time resident. Listings and advertisements will specify the limited number of rooms available for exclusive use by lodging guests, and the areas within the unit that are shared with the full-time resident. It shall be clear in all listings and advertisements that the full-time resident will be present during all lodging rentals. If listing is already active, screen shots and a link are provided on a PDF or separate document attached .
		Only one rental booking will occur per night. Multiple separate accommodations to different parties in a single night shall not occur.
		The operator of a HOMESTAY use shall maintain permanent residency on the premises and shall be present at all times when rentals occur. Copy of PA State ID for owner demonstrating residency is attached .
		On-site advertising of a HOMESTAY use is prohibited. No on-site advertising will occur.
		Food, drink, or meals will not be provided for compensation.
		One off-street parking space shall be provided for guest use. Site map demonstrating where resident parking is located, and where guest parking is located is attached .
		Floor plan delineating which portion of the dwelling is used as a residence, and which room(s) are exclusive to guests when they are present is attached .
		Demonstration of registration with the Adams County Treasurer's Office in compliance with County Ordinance No. 2 of 2018, as may be amended, for the payment of hotel room rental tax is attached .
		Completed Resident Affidavit is attached .
		Completed application for Certificate of Use and Occupancy is attached .
		Completed Land Use application is attached .

HOMESTAY APPLICANT CERTIFICATION

I, _____, hereby certify that I understand the aforementioned Zoning requirements for operating a VACATION RENTAL use, and that I will operate the VACATION RENTAL use in compliance with all applicable codes and ordinances.

The applicant agrees, by signing below, that the statements made in this application are true and correct.

Applicant's Signature

Date