



**Gettysburg Borough  
Application for Vacation Rental Permit**

*For use with Borough of Gettysburg's Code of Ordinances Ch. 27 regulating Zoning.*

Property Address: \_\_\_\_\_  
Property Owner Name: \_\_\_\_\_  
Owner Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

The owner of a vacation rental use shall, 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 (15) minute drive of the property. The contact person or entity must be available via telephone 24 hours per day, 7 days per week, to respond to complaints regarding the vacation rental use.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**General Information:**

Is this property occupied?:      Yes      No      **If yes:**      Owner      Primary contact      Other: \_\_\_\_\_

How many total bedrooms?: \_\_\_\_\_ How many guest bedrooms?: \_\_\_\_\_

**Written Notice:**

A written notice shall be conspicuously posted inside each vacation rental unit setting forth the name, address, and telephone number of the primary contact person required herein. The notice shall also set forth the address of the vacation rental use, the maximum number of vehicles permitted to park onsite, and the day(s) established for garbage collection.

**On-Site Advertising:**

On-site advertising of a vacation rental use shall be limited to one sign with a maximum size of four-square feet, and shall be prohibited outside the TC, GC, OT, HC, and RO Districts.

**Application Checklist:**

**Required items that must be submitted with application for administrative completeness:**

- 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.
- Completed land use application
- Certificate of use and occupancy
- Image of the written notice to be posted in the property

**Certification:**

I, \_\_\_\_\_, hereby certify that only one rental booking shall occur per dwelling unit per night; and, that no food, drink, or meals shall be provided for compensation.

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date