

**BOROUGH OF CHAMBERSBURG  
LAND USE PERMIT APPLICATION**

The undersigned hereby applies for a Land Use Permit to build, remodel, or demolish a structure, erect a sign or, change the use of a building or lot in the Borough of Chambersburg. A site plan drawing must be included to show all property lines with distances to the proposed work or use area along with the location of all existing buildings on the property. Electric and plumbing plans must be included for new commercial construction and change of use. Change of use must include a floor plan that shows door, window, and restroom locations. Sign construction must include a plan showing the dimensions, graphical content and site location. It will be the applicant's responsibility to contact Pennsylvania Municipal Code Alliance, the Borough's state-certified third party code enforcement agency, to obtain a Borough Plumbing Permit, UCC Permit, Certificate of Occupancy, Fire/Sprinkler/Alarm License or Retail Food Facility License to serve food to the public. There is no fee for a Land Use Permit; however, fees associated with permits issued by Pennsylvania Municipal Code Alliance have been approved by Town Council as listed on the Master Fee Schedule that can be obtained at the Borough website.

Land Use Permit Application return to:  
Borough of Chambersburg  
100 S. Second St.  
Chambersburg, PA 17201  
Phone: 717-261-3232 Fax: 717-264-0224  
Website: chambersburgpa.gov

Third Party Code Enforcement Services:  
Pennsylvania Municipal Code Alliance  
405 Wayne Avenue  
Chambersburg, PA 17201  
Phone: 717-496-4996 Fax: 717-446-0586  
Website: pacodealliance.com

**PART 1 – TO BE COMPLETED BY APPLICANT (PLEASE PRINT)**

Address where work is being done \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Contact Person's Address \_\_\_\_\_

Contact Person's Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Contractor \_\_\_\_\_ PA HIC # \_\_\_\_\_ Phone Number \_\_\_\_\_

Type of Project: New \_\_\_\_\_ Addition \_\_\_\_\_ Demolition \_\_\_\_\_ Interior Commercial \_\_\_\_\_ Sign \_\_\_\_\_

Change of Use/Type \_\_\_\_\_ Business Name \_\_\_\_\_

Provide Brief Description of Project \_\_\_\_\_

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Lot Size \_\_\_\_\_ square feet/acres      Parking Spaces \_\_\_\_\_

Building Dimensions \_\_\_\_\_ Height \_\_\_\_\_ Estimated Cost \_\_\_\_\_

Property Owner's Name (Please Print) \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART 2 – TO BE COMPLETED BY BOROUGH OF CHAMBERSBURG**

Permit Granted Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Reason for Denial \_\_\_\_\_

Customer Service \_\_\_\_\_ Comments \_\_\_\_\_

Electric \_\_\_\_\_ Comments \_\_\_\_\_

Engineering \_\_\_\_\_ Comments \_\_\_\_\_

Gas \_\_\_\_\_ Comments \_\_\_\_\_

Planning/Zoning \_\_\_\_\_ Comments \_\_\_\_\_

Stormwater \_\_\_\_\_ Comments \_\_\_\_\_

Water/Sewer \_\_\_\_\_ Comments \_\_\_\_\_

Borough Electric Permit Required	Yes _____	No _____
Net Metering Interconnection Application Required	Yes _____	No _____
Borough Drainage Plan Required	Yes _____	No _____
Borough Land Use Occupancy Permit Required	Yes _____	No _____
Borough Plumbing Permit Required	Yes _____	No _____
DEP Approved Sewage Planning Module Required	Yes _____	No _____
Borough New Utility Service Account Required	Yes _____	No _____
PMCA Fire/Sprinkler/Alarm License Required	Yes _____	No _____
PMCA UCC Permit Required	Yes _____	No _____
PMCA Certificate of Occupancy Required	Yes _____	No _____
PMCA Retail Food Facility License Required	Yes _____	No _____



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## **NEW UTILITY SERVICE ACCOUNT PROCEDURES AND REQUIREMENTS**

Please allow us to take the opportunity to explain to you what is required in order to establish utility service for newly-improved properties within the Borough of Chambersburg.

With new construction, there is often the need for what is considered a “temporary service account”, which is typically placed in the contractor or developer’s name for the purpose of providing service during the construction phase. Should such a “temporary service account” be necessary, no deposit is required. However, it is necessary for the Land Use Permit applicant to provide the appropriate information on the attached form, thereby indicating that such service is being requested, and to whom the service should be invoiced to, until a “permanent service account” is established in the name of the owner (and/or tenant, if applicable). At the time of submission, the applicant must also provide all necessary billing information for the “permanent service account”, if it is known at the time of submission. Upon receipt of this information, with the submission of a Land Use Permit application, Utility Customer Service will establish a “temporary service account” account under the name and billing address provided. This account will remain inactive until such time as the Customer Service Center (717-263-4111) is contacted with a request to install the temporary service(s), at which time the service(s) will be installed/activated, and the temporary service account will commence billing minimum charges and/or usage.

When the approved Land Use Permit is returned to the applicant, utility billing information, including the new account number (if a temporary service), and the total required deposit amount necessary to establish a “permanent service account” in the name of the owner (and/or tenant, if applicable), will be provided. Should no temporary service be requested, the establishment of an account number will not occur until all deposits are posted, and as such, only the required deposit amounts will be provided at that time.

Prior to establishing permanent utility service in the name of an owner (and/or tenant), the owner must place a deposit with the Borough, and if applicable, the tenant must do the same, for each utility service being requested. For the initiation of a “permanent service account”, whether initially, or as a conversion from a “temporary service account”, the owner of the property must contact Utility Customer Service at Town Hall (717-264-5151), in order to post all necessary deposits, and to complete the necessary paperwork to set up the account. In the event that a tenant will be occupying the property, they too must place their deposit and complete the necessary paperwork with Utility Customer Service at Town Hall, prior to services being billed directly to them.

For **residential** development, the following schedule shall apply. **Please note that the amounts provided are per unit amounts**, e.g. if a four unit apartment building were being constructed, the deposit amounts would be required for each unit, prior to an account and service being established.

<u>CLASS OF SERVICE</u>	<u>AMOUNT</u>
<u>Electric (light and water heater only)</u>	<u>\$ 85.00</u>
<u>Electric heat (light, water heater and heat)</u>	<u>\$180.00</u>
<u>Gas (stove and water heater only)</u>	<u>\$ 35.00</u>
<u>Gas heat (includes stove and water heater)</u>	<u>\$195.00</u>
<u>Water</u>	<u>\$20.00</u>
<u>Sewer</u>	<u>\$25.00</u>

For **commercial/industrial** development, the required deposit amount will be determined on a case-by-case basis, by analyzing comparable commercial/industrial accounts' consumption. These amounts will be provided to the applicant when the approved Land Use Permit is returned to them.



**New Account Information**

*(To be returned to applicant with an approved Land Use Permit)*

Service Account Type: Temporary / Permanent

New account #: \_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

Billable party: Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_

Deposit required to establish a permanent service account:

\$ \_\_\_\_\_ (Per new unit)

\$ \_\_\_\_\_ (Total)



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## **Sewage Facilities Planning Module Fact Sheet**

### **Background:**

The Pennsylvania Sewage Facilities Act (Act 537) requires Municipalities to develop and implement official plans in order to address sewage disposal with the intention of correcting existing problems and preventing future problems.

Each time a new development is proposed the Municipality is required by state law to revise this official plan through a process referred to as a "Sewage Facilities Planning Module" (Planning Module), administered by the PA Department of Environmental Protection (DEP).

Historically in our region these Planning Modules were generally avoided through use of a planning exemption. Because the Borough of Chambersburg entered into a Consent Order and Agreement with DEP due to wet weather sewer issues, DEP eliminated the use of planning exemptions in 2010.

The Planning Module process will apply to both new construction and to redevelopment in existing buildings if such activity results in an increase in sewage flow of greater than 194 gallons/day, which the Borough of Chambersburg classifies as ONE equivalent dwelling unit (EDU).

### **The Process:**

1. You should begin the Planning Module discussion as early in the development timeline as possible, well before submission of building permits or site plan/ subdivision applications. The Planning Module process may take 3-4 months.
2. As soon as possible calculate your project's anticipated sewage flow. 25 PA Code §73.17 may be used as your guide in this process (<http://www.pacode.com/secure/data/025/chapter73/s73.17.html>).
3. Contact the Borough of Chambersburg to discuss the project including anticipated sewage flows and to determine whether a Planning Module needs to be completed.
4. If the Borough determines that a Planning Module is most likely required, immediately mail the DEP form "Sewage Facilities Planning Application Mailer" to DEP (<http://www.ejlibrary.dep.state.pa.us/dsweb/View/Collection-9499>). The purpose of this form is to notify DEP of what forms to send you and for DEP to issue the project a DEP Code Number for identifying the project. At this point in the project, most developers contract the services of a

local Engineering/Land Development Firm to complete the Planning Module process. A typical planning module will require the following forms/materials:

- a. Transmittal Letter, signed by the Borough Secretary
- b. Resolution of Adoption, completed and signed by the Municipal Secretary and containing the municipal seal
- c. Component 3, Completeness Checklist
- d. Component 3, Sections A through I and O through R
- e. Letter from Public Water Supplier stating that it will serve the proposed development, if applicable
- f. Component 3, Section F – Project Narrative as described in Section F of the instructions
- g. All items in Component 3-G (3) – Plot Plan with all required information
- h. Component 3, Section G (4) – Wetland Protection documentation, if applicable
- i. Component 3, Section G (5) – Prime Agricultural Land Protection documentation, if applicable
- j. Component 3, Section G (6) – Historic Preservation Act, if applicable
- k. Component 3, Section G (7) – Protection of Rare, Endangered, or Threatened Species
- l. Component 3, Section H – Alternative Analysis as described in Section H of the instructions
- m. Component 3, Section I – Compliance with Water Quality Standards and Effluent Limitations
- n. Component 3, Section J – Chapter 94 Consistency
- o. Component 4a – Municipal Planning Agency Comments
- p. Component 4b – County Planning Commission Comments

The appropriate forms may be downloaded from the DEP's Website (<http://www.e-library.dep.state.pa.us/dsweb/View/Collection-11185>).

5. Complete all forms in accordance with DEP instructions. For the "Sewage Facilities Planning Module Component 3" form, reference the notes on specific sections that follow:

- a. Section B:
  - i. Check "Boro".
  - ii. The "Municipality Contact Individual" is Jamia Wright, Borough Secretary.
  - iii. The address is 100 South Second St, Chambersburg, PA 17201, phone (717) 264-5151
- b. Section E:
  - i. Typically you will check "An existing public water supply".
  - ii. You will need a letter from the Borough of Chambersburg (or other Water Authority) stating that they will serve the project.

**c. Section G:**

**i. Collection System**

1. You will typically check "extension to...".
2. Name of "existing collection or conveyance system" is Borough of Chambersburg, "owner" is same.
3. "Existing interceptor" can be left blank if not known.
4. "Owner" is Borough of Chambersburg.

**ii. Wastewater Treatment Facility**

1. Check "existing facility"
2. "Name of existing facility" is Borough of Chambersburg WWTP.
3. "NPDES Permit Number" is PA0026051
4. You will send a copy of Component 3 as part of the complete submission package to the Borough of Chambersburg for signature at the bottom of this page of Section G (page3).

**d. Section I:**

- i. Check box 4, "Tributaries To The Chesapeake Bay." The Borough will add the required information in this section.
- ii. "Name of Permittee..." is Borough of Chambersburg.

**e. Section J:**

- i. Fill-in the "Project Flows" box but do not fill in the associated table. The Borough of Chambersburg will complete those items.
- ii. You will send a copy of Component 3 as part of the complete submission package to the Borough of Chambersburg for signature on page 6 under 3b.
- iii. You will send a copy of Component 3 as part of the complete submission package to the Borough of Chambersburg for signatures under 3c and 4 on page 7.

**f. Sections K – O inclusive:**

- i. You will generally not complete these sections.
6. Upon completing all appropriate forms/materials as required by DEP, forward one original and three copies of the complete package to the Borough for the required Municipal completion. Please note that some forms will require added information, support data, documents and signatures supplied by the Borough.
  7. Upon receipt of all materials the Borough will complete the appropriate sections and at the next available meeting of Town Council the Borough will pass a "RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT".

8. Following the resolution adoption, the Borough will coordinate the submission of the complete Sewage Facilities Planning Module to DEP with the developer.
9. Building permits will not be released and you may not occupy the structure until you receive an approval letter from DEP.

**NOTE:** This document was written to apply to the majority of developments; however, some variations may be encountered on specific projects.

**Relevant Contact Information:**

Borough of Chambersburg  
Lance Anderson, Water/Sewer Superintendent  
100 South Second Street  
Chambersburg, PA 17201  
(717) 709-2285



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**RE: Training for the Lead Renovation, Repair, & Paint Law**

There is a new regulation from the Environmental Protection Agency (EPA) that requires contractors to provide proof of certification for any remodeling or work in houses built before 1978. I have included information about the new law.

This letter is to provide you with information to get the training you need to be certified by EPA. The Borough of Chambersburg had provided training in the past but will not be providing training for contractors. EPA has certified instructors providing training within a reasonable driving distance. Below is a training site for New Cumberland:

- All Safe Environmental – Full day training - \$250 – New Cumberland – 717-258-4109

If you get trained and certified, please let me now and I will update my information. I will need a copy of your certificate for my file if you would like to be included in bidding for Housing Rehabilitation projects and Elm Street projects.

**Kathleen Newcomer  
Community Development Specialist  
Borough of Chambersburg  
100 S. Second Street  
Chambersburg, PA 17201  
717-261-3208**