

Mt. Gretna Campmeeting Association Building Permit Application

(Submit to MGCA P.O. Box 428, Mt. Gretna, PA 17064 or the Chair of the B&G Committee)

Name:	<i>MGCA Use Only</i>
Address:	<i>Date Submitted:</i>
City/State/Zip:	<i>MGCA Assessment/Bills Paid in Full: Yes/No</i>
Telephone Contact:	<i>Lot Number: 61X_____</i>
MGCA Property Address:	

An MGCA Building Permit Application must be submitted to the MGCA Board of Managers for review and approval as delineated in the most recent Rules & Regulations (R&R) handbook and/or as required by LCPD and West Cornwall Township (WCT). All MGCA permit applications must include an architectural scaled drawing (floor plans and elevations) and/or plot plan (See below) of the proposed work.

All projects requiring a building permit from the Lebanon County Planning Department (LCPD) first must be reviewed and approved by the Mt. Gretna Campmeeting Association (MGCA) Board of Managers. Requests for building permits from LCPD must include the approved MGCA Building Permit with architectural scaled drawings of the proposed work. All documents must be signed by the President of the MGCA Board of Managers. When applying for a building permit from LCPD, a completed duplicate copy of the County's permit application including all supporting documentation must be sent to the MGCA at the same time. Also, during the County's permit process, all and any changes or updates submitted to the County must also be sent to the MGCA at the same time.

Improvement Information

A. General Project Description:

(If more space is required, please attach another sheet.)

B. Type of Improvement including but not limited to, Building Permit required by Rules & Regulations (Check all that apply)

- a. Construction or renovation work which alters the external boundaries of an existing structure (R&R 10b)
- b. Installation of driveway, parking area or any impervious material (R&R 10b)
- c. Remodeling/replacement of porch structure(R&R 11)
- d. Relocation, upgrade or addition to household plumbing, heating [HVAC] systems or electrical systems (R&R 10a), propane tanks, public waste and/or water lines (R&R 13)
- e. New and/or reconstruction of any existing chimney of any material (R&R 14)
- f. Tree removal (R&R 16b) [In case of an emergency, where property is in imminent danger, please contact the Superintendent of Grounds.]
- g. Fences and/or Landscaping (R&R 19)
- h. Other (Please explain)

C. Estimated cost of improvement \$ _____

D. Plot plan (Required for approval)

Attach a drawing showing building setbacks, proposed construction, existing structures, street(s), etc. Also show dimensions of new and existing structures and distance from property lot lines and existing structures. Owner may be required to provide, at their expense, a true and accurate description of the property, sealed and certified by a Licensed Surveyor, as required by LCPD and WCT.

E. Contractor Information

Contractor Business Name: _____

Contractor Owner/Principal: _____

Contractor PA License #: _____

Contractor Telephone Number: _____

Contractor Address: _____

F. Application requests from R&R rules 11, 13, 14 and 16b must be submitted to the MGCA Board of Managers for approval at a regular monthly Board meeting. The MGCA Member/Owner applying for the building permit should be present at the meeting. Application request from R&R Rule 10b need to follow the above guidelines if their building request requires a variance from the Lebanon County Planning Department. If no variance is required, the President and/or an appointed representative of the MGCA Board of Managers can approve the Building Permit.

G. Permits are valid for a period of one (1) year from the date of issuance. Work authorized but not substantially started within 180 days of permit issuance date shall require a new permit.

H. Construction work with power tools interior and exterior, framing, roofing, etc. is prohibited during "Quiet Season" July 15th to August 31st. (R&R 17b)

Submissions (List all attachments to your application, e.g. plot plans, architectural drawings, etc.):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Member Signature _____ Date _____

<p><i>This Section for MGCA use only</i></p> <p>Approved? (Yes/No)</p> <p>Date of approval: _____</p> <p>Signature: President, Board of Managers _____</p>
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