

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>
MGCA Property Address:	<i>Lot Number: 61X_____</i>

All projects requiring a building permit from the Lebanon County Planning Department (LCPD) must be first approved by the Mt. Gretna Campmeeting Association (MGCA) Board of Managers.

An MGCA Building Permit Application must be submitted to the MGCA Board of Managers for approval as delineated in the most recent Rules & Regulations (R&R) handbook or as required by LCPD and West Cornwall Township (WCT). All permit applications must include an architectural sketch of the proposed work.

Improvement Information

A. Type of Improvement, 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 of porch (R&R 11)
- d. Relocation, upgrade or addition to household plumbing, heating [HVAC] systems or electrical systems (R&R 10a) and 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)

B. Estimated cost of improvement \$ _____

C. Plot plan

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.

D. Contractor Information

Contractor Business Name: _____

Contractor Owner/Principal: _____

Contractor PA License #: _____

Contractor Telephone Number: _____

Contractor Address: _____

- E. 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.
- F. 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.
- G. Construction work with power tools interior and exterior, framing, roofing, etc. is prohibited during "Quiet Season" July 15th to August 31st. (R&R 17b)
- H. Approval (*This section for MGCA use only*)

Approved? (Yes/No)

Date of approval: _____

Signature: President, Board of Managers _____