NEW HOPE BOROUGH
BUCKS COUNTY, PENNSYLVANIA
NEW BUSINESS INFORMATION PACKET

This New Business Information Packet is designed to provide important information about starting a business in New Hope, PA. The packet contains general information on local government services, relevant ordinances, permits, taxes, solid waste collection services, and parking.

The contents of this packet are listed below.

- Doing Business in New Hope
- Use and Occupancy Permits: Rules, Regulations & Requirements
- Application for Use and Occupancy Permit
- Building Code Requirements for Accessibility/Public Bathrooms/Fire Separation
- Use and Occupancy Permit Checklist
- Application for Certificate of Appropriateness
- Application for Sign Permit
- Application for Business Privilege License/Tax

If you have any questions about starting a new business in New Hope, please call 1 215 862 3347 and ask for the Assistant Borough Manager or the Borough Manager. Additional information is available on the New Hope Borough web site at http://www.newhopeborough.org.

July 2, 2014
DOING BUSINESS IN HISTORIC NEW HOPE BOROUGH, BUCKS COUNTY, PA

CONTACT INFORMATION
New Hope Borough
123 New Street
New Hope, PA 18938

215.862.3347
215.862.8022 Fax
Email: info@newhopeborough.org
www.newhopeborough.org

INFORMATION FOR BUILDING, DESIGN, SIGNAGE, AND USE & OCCUPANCY PERMITS

Zoning and Sign Permits
Robert Larason
Zoning Officer
New Hope Borough
123 New Street
New Hope, PA 18938
215.862.3347 (155)
215.862.8022 Fax
Email: larason@newhopeborough.org

Construction & Fire Code Permits
Jesse Hill & James Kopchak
Code Officials
New Hope Borough
123 New Street
New Hope, PA 18938
215.862.3347 (154)
215.862.8022 Fax
Email: codeofficial@newhopeborough.org

INFORMATION FOR NEW HOPE BOROUGH BUSINESS PRIVILEGE TAX

Janell Clements
Treasurer/ Assistant Manager
New Hope Borough
123 New Street
New Hope, PA 18938
215.862.3347 (152)
215.862.8022 Fax
janell@newhopeborough.org

INFORMATION FOR NEW HOPE BOROUGH EARNED INCOME TAX AND LOCAL SERVICES TAX

Keystone Collections Group
546 Wendel Road
Irwin, PA 15642
1 724 978 0300
http://www.keystonecollects.com
INFORMATION FOR BUILDINGS IN THE NEW HOPE HISTORIC DISTRICT

The New Hope Historic Architectural Review Board (HARB) and Borough Council must approve (by issuance of a Certificate of Appropriateness) all changes and modifications, including signs, to the exterior architectural features of buildings and structures that are visible from a public street or way, including the towpath and the Delaware River, in the Borough's Historic District. Certificates of Appropriateness are required in order to construct, erect, reconstruct, relocate, alter, restore, paint, demolish or raze any building or structure within the Historic District. No construction permit may be issued for, and no work may commence on the exterior of any structure located in the New Hope Borough Historic District and visible from a public street or way until HARB recommends and Council issues a Certificate of Appropriateness.

STATE AND COUNTY BUSINESS LICENSE, PERMIT, AND TAX INFORMATION

A partial list of county and state agencies involved in permitting and licensing businesses in Pennsylvania follows. For a complete listing call the Center for Entrepreneurs Assistance at 1-800-280-3801 or visit www.state.pa.us or www.paopenforbusiness.state.pa.us.

For Licensing of Restaurants, Cafeterias, Mobile Food Units, Temporary Food Facilities, and Retail Stores with Food Preparation

Bucks County Health Department
Bureau of Environmental Health
Neshaminy Manor Center
1282 Almshouse Road
Doylestown, PA 18901
215.345.3318
www.buckscounty.org

For Liquor Licensing Information

Pennsylvania Liquor Control Board
717-787-5549
www.lcb.state.pa.us/

For Information on State and Federal Taxes

Pennsylvania Department of Revenue
www.revenue.state.pa.us

Internal Revenue Service
www.irs.gov

BUSINESS RESOURCES

The Greater New Hope Chamber of Commerce
P.O. Box 633
New Hope, PA 18938
Email: info@newhopechamber.com
www.newhopechamber.com

Landmark Towns of Bucks County
Barbara Swanda
Manager
1082 Taylorsville Road
Washington Crossing, PA 18977
215.781.2605
Email: barbara@delaawareandlehigh.org
www.landmarktowns.com

OSHA
Occupational Safety & Health Administrator

Pennsylvania Small Business Administration
http://www.sba.org

Pennsylvania Small Business Development Center
http://www.pasbdc.org

Pennsylvania Open For Business
http://www.paopen4business.state.pa.us/

SOLID WASTE AND RECYCLING SERVICES AVAILABLE IN NEW HOPE BOROUGH

New Hope Borough businesses contract directly with haulers for solid waste collection and disposal services and the collection of recyclables. The haulers listed below collect solid waste and recyclables in New Hope. Check the Yellow Pages for additional haulers providing service in the area.

Republic Services of Bucks-Mont, Allied Waste Division
731 E. Reliance Road
Telford, Pa. 18969
215-723-0400
www.publicservices.com

Waste Management of Southeastern PA/Telford
400 Progressive Drive
P. O. Box 439 Telford, Pa. 18969
800-869-5566
www.wm.com

George Leck & Son, Inc.
P. O. Box 2609
237 Jacksonville Rd.
Ivyland, PA 18974
215-675-8000
Haulers are authorized to collect in the Borough between the hours of 7:00 A.M. and 5:00 P.M., Monday through Saturday, pursuant to Ordinance No. 2007-11, adopted September 19, 2007.

Haulers collect the following recyclable materials at curbside from residential properties in New Hope Borough.

- Aluminum, bimetallic, and steel cans
- Plastic bottles and jars, #1 & #2 only
- Clear, brown, and green glass
- Newspapers, magazines, catalogues, junk mail, and phone books
- Corrugated paper (cardboard)
- Glass containers, aluminum, steel and bimetallic cans, and plastic bottles may be co-mingled (or mixed) in the recycling container. All glass containers, aluminum, steel and bimetallic cans, and plastic bottles must be clean, with contents removed

Newsprint, magazines, phone books, and catalogues should be stacked twelve (12") inches high and tied with twine or placed in paper bags. Plastic bags or tape of any kind may not be used for this purpose.

Corrugated and pressed paper or cardboard must be clean, not soiled, should not exceed 2 ft. by 2 ft. in size, and must be open and flat. Corrugated paper and cardboard products should be stacked twelve (12") inches high and tied with twine or placed in paper bags, separate from newsprint, magazines, etc. Cardboard products include cereal and pasta boxes, toilet tissue and paper towel tubes, and clean pizza boxes.

Check with your hauler to determine if additional items are collected as part of its recycling program. For example, some residential haulers also collect #3 thru #7 plastic bottles and jars.

Haulers contracted by commercial and institutional establishments in New Hope collect corrugated paper (cardboard); high-grade office paper; aluminum, steel and bimetallic cans; and clear, green and brown glass.

Haulers servicing multi-family dwellings are required to collect the same list of recyclables as residential haulers.

**PARKING IN NEW HOPE BOROUGH**

There are over 1,500 parking spaces available in New Hope Borough. Throughout downtown New Hope parking is available at on-street meters as well as parking lots. On-street parking meters operate 7 days a week, from 10 am to 9 pm. Most parking lots are privately owned and parking rates vary.

The Borough offers year-round rental parking at 4 parking lots. Spaces are rented on a first come, first served basis. These lots are located at West Randolph Street, Parry Street, South
Main Street behind the Visitors' Center, and New Street. Rental rates vary. For additional information, call the Police Department at 215-862-2483.
BOROUGH OF NEW HOPE
123 NEW STREET, NEW HOPE, PA 18938
PHONE (215) 862-3347; FAX (215) 862-8022

USE AND OCCUPANCY PERMIT AND USE REGISTRATION: RULES, REGULATIONS, AND REQUIREMENTS

RULES
Borough Ordinances require property owners to obtain a Use and Occupancy Permit for specific types of property use and ownership changes. The permit is required when one of the following occur.

1. Change in ownership of any lot, parcel, building or structure.
2. Change in any tenant of any commercial or industrial building or structure, or portion thereof.
3. Change in use or occupancy class of any lot, parcel, building or structure or portion thereof.
4. Initial use and occupancy of any lot, parcel, building, or structure established, erected, or altered.

The purpose of this permit is to document that the occupancy classification and intended use are pursuant to the Zoning Ordinance and the Pennsylvania Uniform Construction Code (PA UCC) and that the space to be occupied meets the requirements of the New Hope Property Maintenance Code.

Once a permit is issued, the permit remains valid until the use and/or occupancy classification of the space changes; there is an increase or decrease in the floor area, outside display or use area, or storage area; or there is a change in ownership or tenant. Residential permits remain valid until there is a change in ownership or lease area.

PROCEDURE
Complete and return the attached application for a "Use and Occupancy Permit" and pay the appropriate fee at time of submission. The Zoning Officer will review the application to ensure the proposed use complies with the Zoning Ordinance; the property owner or authorized representative of the owner will be contacted to set a convenient time for an inspection; and the Building Code Official will conduct an inspection of the premises to determine compliance with the Property Maintenance Code and/or applicable Building Codes. A permit checklist will be prepared listing any deficiencies. If it is determined that an application is deficient or that the premises are not in conformance with Borough or state laws, the Borough will deny the permit and the Applicant will be notified of the specific deficiencies.

Please allow the Borough 5 business days to review your application and to schedule an inspection, unless an expedited inspection process is requested. All violations must be corrected within 30 days of the initial inspection. Please allow three days to schedule a re-inspection.

Application: All applications must be completed in ink and signed by the owner or acting agent of the owner. By signing the application, the applicant agrees that he or she will comply with all ordinances and codes of the Borough of New Hope and the Commonwealth of Pennsylvania, that any misrepresentations in the application will be grounds for the revocation of the permit issued by the Borough, and that her or she will not occupy or allow occupancy of the land, structure or building for any purpose that will violate applicable codes and/or ordinances.

Fees:
- Residential - $150 per use or unit (maximum 4 similar uses on one parcel)
  - $25 for each use exceeding 4 similar uses
  - Re-inspections - $50
- Non-residential - $225 per use or unit (maximum 4 similar uses on one parcel)
$50 for each use exceeding 4 similar uses. Each different type of use represents a separate application.
Re-inspections - $100
Expedited Inspection – Additional fee of $100 for each application requested to be processed within 48 hours of application.

If an Applicant commences use and occupancy without first obtaining all required permits, the amount of the permit fees are increased by the greater of (a) $100 or (b) an amount equal to double the original permit fees plus any costs incurred by the Borough in securing compliances.

By making an application, the Applicant acknowledges that the Borough will conduct a visual inspection of the premises and certify an approved use. The inspection does not guarantee the condition or integrity of the premises. The Applicant should perform an independent inspection, as appropriate, to protect his or her interests.

**REGULATIONS**

No Use and Occupancy Permit shall be issued until all proper Borough officials have certified that the proposed use and occupancy complies with all pertinent laws and ordinances. The officials shall inform the applicant of any remedial measures to bring an application or premises into compliance within 30 days of the receipt date of the application. The building and/or structure must comply with the New Hope Borough Property Maintenance Code and all related codes adopted by the Borough, as determined by the Code Official.

By making an application, the Applicant acknowledges reading the attached summary of the Accessibility / Public Bathroom / Fire Separation requirements of the PA UCC. The Borough will not process the permit application, and permission to occupy a structure will not be granted, until all requirements of the New Hope Borough Property Maintenance Code, the PA UCC (if applicable) and related ordinances have been satisfied.

**REQUIREMENTS**

Failure to provide information regarding all existing uses on a property may result in the loss of any non-conforming status of uses or occupancies not listed.

Failure to provide information regarding the replacement of a previous use with a new use of the same classification will result in the assumption that the new use represents a change that will require compliance with all current code requirements.

If an Applicant plans to construct, enlarge, repair, move, demolish or change the occupancy classification of a structure, please check with Borough Code Officials to determine if construction and Zoning Permits are required. A Use and Occupancy Permit does not authorize any construction activities.

**VIOLATIONS AND PENALTIES**

Any person, partnership, or corporation who or which has violated or permitted the violation of the provisions of Chapter 275 of the New Hope Code shall, upon being found liable in a civil enforcement proceeding, pay a judgment of not more than $500, plus all court costs, including reasonable attorney fees incurred by the Borough. Each day that a violation continues constitutes a separate violation.
New Hope Borough - Building Code Requirements
Accessibility/ Public Bathroom/ Fire Separation

The State of Pennsylvania has adopted a statewide building code, the Pennsylvania Uniform Construction Code (PA UCC). The adopted code includes the International Building Code (IBC) and the International Existing Building Code (IEBC).

Occupancy use groups are classified in the IBC. Some occupancy classification groups applicable in New Hope are A-2 (restaurant), B (office and personal service), and M (retail), although many other types exist. A change of occupancy is a change in purpose or level of activity within a building that involves a change in the requirements of the building code. A change in occupancy with no change in occupancy classification typically does not initiate accessibility requirements unless repairs or alterations of the structure are proposed. A change of occupancy classification will require compliance with accessibility requirements.

Repairs and alterations are classified in the IBC. These include Levels 1 -3 Alterations, Change of Occupancy, Additions, and work in Historic Buildings. Each type has specific standards to satisfy accessibility requirements. Most permit applications in NH represent either an alternation and/or a change in occupancy classification. Alterations and/or a change in occupancy classification will typically require a minimum of 20% of the cost of improvements to be expended towards compliance with accessibility requirements.

If a toilet room(s) is (are) required by the IBC or a state agency because of a specific use type or a new toilet room(s) is (are) proposed, an accessible toilet room or multiple toilet rooms is (are) required regardless of improvements completed to provide an accessible route to the toilet room(s) (Section 3411.8.11 – IBC). A building code requirement to provide an accessible route to the primary function of the use, such as the path from the entrance to the restaurant serving room, is different than a requirement to provide an accessible toilet room. Any application that does not satisfy code accessibility requirements must receive a variance from the state.

The number and type of toilet rooms are determined by the Building Code based on occupancy type and load for the facility. In addition, the Department of Health requires toilet rooms for certain types of occupancy such as a restaurant. Some uses, such as small retail stores or offices, do not require toilet rooms because of a small occupant load. If a toilet room happens to be provided, but is not required by the IBC or a state agency, it does not have to be accessible. If a toilet room is required and/or a new toilet is proposed, an accessible toilet room(s) must be provided or a variance must be secured from the state.

All applications for a change of occupancy classification must address all fire separation requirements of the IBC for the proposed use when multiple uses exist in a structure. Typical applications in New Hope involve residential apartments in combination with retail stores, offices, or restaurants. Fire separation requirements can initiate a requirement to satisfy accessibility requirements since the construction of the fire separations represents an alteration to a structure.

A typical application in New Hope involves a request to change from a retail store to a village restaurant or a retail food shop, in combination with a residential apartment. A public toilet is required by the Dept. of Health for a village restaurant. The IBC requires it to be accessible. A toilet may be required for a retail food shop by the IBC depending on occupant load. If a toilet is required, it must be accessible. In addition, typically 20% of the cost of the conversion, including fire separations, must be expended to address accessibility requirements. All, or part, of the expenditure can be made to satisfy an accessible toilet requirement or to address other accessibility requirements.

All non-residential applications proposing a Level 2, or above, alteration or new construction must include plans prepared by a registered professional.

January, 2011
BOROUGH OF NEW HOPE
123 New Street, New Hope, Pa 18938
Phone (215)862-3347; Fax (215)862-8022

For Office Use only
Zoning Fee _____
Building Fee _____
Date Received ______

USE AND OCCUPANCY PERMIT & USE REGISTRATION APPLICATION

NUMBER __________ Tax Parcel # __________

Property Address ___________________________________________
Unit and/or Suite and/or Apartment Number__________________________

SECTION 1: TYPE OF APPLICATION (check appropriate condition)
___ Property Sale/Transfer of Ownership ___ Change in Use/ Occupancy Class
___ Property Rental / Change in Tenant ___ New Use

SECTION 2: OCCUPANCY CLASSIFICATION/ USE GROUP INFORMATION
Zoning District (circle one) R-1, R-2, R-2.4, R-3.4. PUD, CC, LC, SC, LI, MU, PRD
Historic District (circle one) Yes No Flood Zone (circle one) Yes No
Original Uses prior to this request (Applicant must list all original uses by address at the property)
1. __________________________________________
2. __________________________________________
3. __________________________________________
4. __________________________________________

Proposed change(s) to above listing (Applicant must list use change(s) by number and address listed above)
1. __________________________________________
2. __________________________________________
3. __________________________________________
4. __________________________________________

(Use additional pages for listing if required)

SECTION 3: PRESENT PROPERTY OWNER
Name(s) __________________________
Address __________________________________________
City __________________________________________
Daytime or Cell Phone # __________________________
E-Mail __________________________________________

SECTION 4: PROPERTY SALE/ BUYER
Name(s) __________________________
Address __________________________________________
City __________________________________________
Daytime or Cell Phone # __________________________
E-Mail __________________________________________

SECTION 5: PROPERTY RENTAL – CHANGE OF TENANT
Residential Use – Resident’s Name __________________________________________
Commercial Use – Business Name __________________________________________
Contact Person __________________________________________ Title __________
Daytime Phone # __________________________ E-mail __________________________________________

SECTION 6: PROCESSING STATUS
Applicant __________________________ Signature __________________________
Printed name __________________________ Date __________________________
Owner __________________________

Buyer / Tenant / Agent* ____________________________ __________________________
* By signing this application, I hereby certify that I am the owner or equitable owner or that I am
authorized by the owner or equitable owner to make this application as his/her agent. Proposed tenant
must provide a copy of a lease agreement.

Borough __________________________
Zoning Officer __________________________ Signature __________________________ Date __________________________
Building Official __________________________
# Borough of New Hope Use & Occupancy Checklist

**Address of Property**

<table>
<thead>
<tr>
<th>Residential</th>
<th>Mobile</th>
<th>Commercial</th>
<th>Industrial</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exterior</strong></td>
<td>Acceptable</td>
<td>Not Acceptable</td>
<td></td>
</tr>
<tr>
<td>Tripping Hazard-Sidewalks</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tripping Hazard-Driveway/Parking Lots</td>
<td></td>
<td></td>
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<tr>
<td>Tripping Hazard &amp; Condition of Patio/Porches</td>
<td></td>
<td></td>
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<tr>
<td>High Grass/Weeds</td>
<td></td>
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<tr>
<td>Junk Cars</td>
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<td></td>
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<tr>
<td>Debris/Rubbish</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>General Conditions of Roof</td>
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<tr>
<td>General Conditions of Siding</td>
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<tr>
<td>Foundation</td>
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<tr>
<td>Windows</td>
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<tr>
<td>Address Numbers on Front of Building (4&quot; min)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Shed(s)</td>
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<tr>
<td>Pool</td>
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<tr>
<td>If Mobile Home- are there adequate tie downs</td>
<td></td>
<td></td>
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<tr>
<td>If Mobile Home-condition of heat tape</td>
<td></td>
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<tr>
<td><strong>Interior</strong></td>
<td>Acceptable</td>
<td>Not Acceptable</td>
<td></td>
</tr>
<tr>
<td>Flooring</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walls</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Ceilings</td>
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<tr>
<td>Exits Safe and Usable</td>
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<tr>
<td>Stairs Safe with Handrails and Guardrails</td>
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<tr>
<td>Smoke Detectors-each level required by code</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Garage-Walls-Ceiling-General Condition</td>
<td></td>
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<tr>
<td>Bathroom facilities</td>
<td></td>
<td></td>
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<tr>
<td>Kitchen Facilities</td>
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<tr>
<td>Exhaust Fans(s)</td>
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<td></td>
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<tr>
<td>Hot Water</td>
<td></td>
<td></td>
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<tr>
<td>Fireplace/Wood burning Stove/Vent-free appliances</td>
<td></td>
<td></td>
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<tr>
<td>Doors/Fire doors and Locks</td>
<td></td>
<td></td>
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<tr>
<td>Water Supply</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Sewer System</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Sprinkler System (tagged)</td>
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<td></td>
<td></td>
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<tr>
<td>Alarm System (tagged)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Fire Extinguishers as per code</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Comments and/or Additional Violations**

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**Inspection Performed By** _[Name]_  
**Date** _[Date]_

**Re-inspection Performed By** _[Name]_  
**Date** _[Date]_
HISTORIC ARCHITECTURAL REVIEW BOARD  
Borough of New Hope, Bucks County, Pennsylvania  
Application for a Certificate of Appropriateness  
123 New Street  
New Hope, PA 18938  
215-862-3347

Type of Application:  ____ Concept Review  ____ Administrative Review  ____ Formal Review  
(No documents or plans are required for a Concept Review)

Please Type or Print Clearly and Submit Ten (10) Business Days Prior to the Monthly HARB Meeting

1. Owner’s Name: ___________________________ 
   Street Address: ___________________________
   Mailing Address (if different): ______________ 
   City: __________________ State: ___________ ZIP: ___________
   Telephone: __________________ Email Address: ______________ 

2. Applicant’s Name (if other than owner) 
   Street Address: ___________________________
   Mailing Address (if different): ______________ 
   City: __________________ State: ___________ ZIP: ___________
   Telephone: __________________ Email Address: ______________ 

3. Street Address of Property to be Reviewed: ___________________________ 
   Tax Map Parcel Number: 27-_____________

4. Tenant(s): ________________________________ 
   Street Address: ___________________________
   Mailing Address (if different): ______________ 
   City: __________________ State: ___________ ZIP: ___________
   Telephone: __________________ Email Address: ______________ 

5. Contractor’s Name: _________________________  
   Street Address: ___________________________
   Mailing Address (if different): ______________ 
   City: __________________ State: ___________ ZIP: ___________
   Telephone: __________________ Email Address: ______________ 

6. Architect/Engineer: _________________________  
   Street Address: ___________________________
   Mailing Address (if different): ______________ 
   City: __________________ State: ___________ ZIP: ___________
   Telephone: __________________ Email Address: ______________ 

7. Use & Type of Property (Check All That Apply):  
   ___ Single Family Residence  ____ Single, detached  
   ___ Multi-family Residence  ____ Duplex  
   ___ Office  ____ Townhouse  
   ___ Commercial/Retail  ____ Apartment Building  
   ___ Industrial  ____ Warehouse  
   ___ Institutional  ____ Other: ___________________________  
   ___ Vacant  

   Signature: ___________________________ 
   Date: ___________ 

   Contact Name: _________________________ 
   Telephone: __________________ Email Address: ______________
8. Proposed Scope of Work (List Each Item Separately)
   (For example: 1. Replace existing front door with wood four-panel door
                 2. Install storm door)

8. Estimated Total Cost of All Work Items: ________________________

9. Check List: Items Submitted with This Application (No Submissions Required for Concept Reviews)
   ___ Plot Plan Drawings    ___ Elevation Drawings    ___ Photographs    ___ Brochure
   ___ Material Sample      ___ Color Sample         ___ Other: ______________

Application Requirements: Applicants for Concept Reviews must submit fourteen (14) copies of this completed application form. Applicants for Administrative Reviews and Formal Reviews must submit fourteen (14) copies of this completed application, fourteen (14) copies of blueprints, drawings, etc., one (1) set of photographs specific to the project site, and a written explanation of the proposed scope of work. Plans must be drawn to scale. Applicants are encouraged to have their architect or contractor present plans at HARB meetings. The building owner must attend the HARB meeting or submit a signed letter granting permission for the proposed scope of work. A letter of authorization signed by the property owner must be submitted where an authorized agent signs in lieu of the property owner. Applications must be complete and submitted to the Borough at least 10 business days prior to the monthly HARB meeting. HARB meetings are held on the first Tuesday of each month.

AGREEMENT

The undersigned, being the applicant who submitted the above referenced application, hereby grants to the Borough of New Hope, without prejudice, an extension of allowable review time under the provisions of the Pennsylvania Uniform Construction Act, a further period, starting today and ending fifteen (15) days following the date of approval by Borough Council of a Certificate of Appropriateness for one-family and two-family dwelling units, including utility and miscellaneous use structures, and thirty (30) days following the date of approval by Borough Council of a Certificate of Appropriateness for all other construction permits.

The purpose for this extension is to allow the New Hope Borough Historic Architectural Review Board and the Borough Council to schedule and consider the applicant’s request for issuance of a Certificate of Appropriateness for a structure in the Historic District.

The applicant hereby acknowledges that the project address is located in the Historic District of the Borough of New Hope.

Applicant’s Name (print): ______________________  Applicant’s Signature: ______________________

Date of Application: ______________________  July 2010
NEW HOPE BOROUGH  
123 New Street  
New Hope, PA 18938 
Telephone: 215.862.3347  
Fax: 215.862.8022

Application for Sign Permit

Date of Application __________________________

Applicant __________________________ (print name)  Tel # ____________

Mailing Address __________________________

Property Owner __________________________ (print name)  Tel # ____________

Street Address of Property __________________________

Borough Tax Parcel Number __________________________

Proposed Sign Information  (Note that applicant must provide a sketch of sign including dimensions, materials of construction, color scheme, etc.)

Size of Sign ______________ Width of building _______ Height of sign _______

Setback from property line ___________ (ft)  Setback from street ___________ (ft)

Existing Sign Information (list size, type, and location of all existing signage located on the property. Describe if signage will remain or be permanently removed if a new sign is approved)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Applicant’s signature __________________________

BOROUGH USE ONLY

Zoning District _______  Historic District (y) _____ (n) _____
Certificate of Appropriateness issued __________________________

Permit Number ______________  Application Fee __________________________

Approved by __________________________  Date ______________
New Hope Borough
Application for Business Privilege License and Tax Form
Chapter 240, Article 1 of the Code of Ordinances

The NEW HOPE BOROUGH ANNUAL BUSINESS PRIVILEGE TAX & LICENSE FEE is due and payable for engaging in a business, trade, occupation, profession, vocation, or commercial activity within the Borough of New Hope.

ANNUAL BUSINESS PRIVILEGE TAX & LICENSE FEE:  $375.00
Tax Year: July 1 to June 30, inclusive

Tax & Fee prorated to June 30, 20______, based upon Date of Commencement of Business through June 30, 20______:

$ ____________________

Date of Commencement of Business: ________________________________

NAME OF BUSINESS: ____________________________________________

MAILING ADDRESS: ____________________________________________

_________________________________ ZIP: ____________________ BUSINESS PHONE #: ____________________

LOCATION/ADDRESS OF BUSINESS: ______________________________

TYPE OF BUSINESS: ____________________________________________

NAME(S) OF BUSINESS OWNER(S): ________________________________

ADDRESS(ES) OF BUSINESS OWNER(S): ___________________________

NAME AND ADDRESS OF PROPERTY OWNER: _________________________

(List all persons to be contacted in an emergency by priority)

#1 Contact Person ____________________________________ Home Phone ________

#2 Contact Person ____________________________________ Home Phone ________

#3 Contact Person ____________________________________ Home Phone ________

#4 Contact Person ____________________________________ Home Phone ________

Signature of Applicant __________________________________________

The License will NOT be issued unless ALL required information is provided on this form. Use the reverse side, if necessary, to provide additional information. Please return your remittance within ten (10) days of continuing your business into the new fiscal year or commencing a business. The Tax Collector shall collect by suit or otherwise all taxes, license fees, interest, costs, fines and penalties remaining due or unpaid. If for any reason any tax or license fee hereby imposed is not paid by August 1 of each tax year, an additional penalty of $10 per month shall be added for each month or fraction thereof during which the tax or license fee remains unpaid and shall be added and collected whenever suit is brought for recovery of the unpaid tax or license fee. The taxpayer shall, in addition, be liable for the costs of collection as well as for interest and penalties.