

BOROUGH OF NEW HOPE

123 New Street, New Hope, PA 18938 ● Phone 215-862-3347 ● Fax 215-862-8022

NEW BUSINESS INFORMATION PACKET NEW HOPE BOROUGH BUCKS COUNTY, PENNSYLVANIA

This New Business Information Packet is designed to provide important information regarding opening a new business in New Hope, PA.

The packet contains general information on local government services, relevant ordinances, permits, taxes, solid waste collection services, and parking.

- Business Registration Form
- Doing Business in Historic New Hope Borough
- Contact Directory
- Emergency Contact form for PD
- Use and Occupancy Permits: Rules, Regulations and Requirements
- Application for Use and Occupancy Permit
- Use and Occupancy Permit Checklist
- Building Code Requirements for Accessibility / Public Bathrooms / Fire Separation
- Application for Sign Permit
- Historical Architectural Review Board - Application for Certificate of Appropriateness
- HARB Flowchart
- Zoning Map

If you have any questions about starting a new business in New Hope, please call our Borough Office at 215-862-3347.

Additional information is available on the New Hope Borough website at www.NewHopeBorough.org



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BUSINESS REGISTRATION FORM

NEW HOPE BOROUGH requires Business registration for anyone conducting business within the Borough. Complete the following information and return to the Borough Administration Office noted below.

Date of Registration: _____ **Anticipated Open Date:** _____

Business Name: _____

Location of Business: _____ **Approximate Number of Employees:** _____

New Hope, PA 18938

Mailing Address: _____

_____ **Zip** _____

Business Phone: _____ **Alternate Phone:** _____

Business Email: _____ **Business Website:** _____

Type of Business Entity: _____ **Individual** _____ **Partnership** _____ **Corporation**

_____ **Other/Describe:** _____

Federal Tax Identification Number: _____

Type of Business: _____ **Retail** _____ **Restaurant/Food Service** _____ **Office** _____ **Other:** _____

Business Description: _____

Owner #1

Owner #2

Owner #3

Name

Name

Name

Address

Address

Address

City/State/Zip

City/State/Zip

City/State/Zip

Phone

Phone

Phone

Email

Email

Email

Certification: I hereby certify that the information contained herein is true, correct and complete to the best of my knowledge.

_____ Signature and Title of Authorized Applicant

_____ Date

Return to: **New Hope Borough**
Attention: Christina Szabo, Treasurer
123 New Street
New Hope, PA 18938

Via Email: **Christina@NewHopeBorough.org**

Direct Questions to: 1- 215-862-3347

Note: TO ENSURE PROPER FILING OF RETURNS, ANY CHANGES IN THE INFORMATION GIVEN HEREIN SHOULD BE REPORTED TO THE ABOVE ADDRESS IMMEDIATELY!

**DOING BUSINESS IN HISTORIC NEW HOPE BOROUGH,
BUCKS COUNTY, PA**

(These numbers are also provided on the enclosed directory)

BOROUGH MANAGEMENT AND ADMINISTRATION CONTACT INFORMATION

New Hope Borough
123 New Street
New Hope, PA 18938

Office Phone 215-862-3347

Borough Manager ext. 153

Treasurer ext. 152

Administration Assistant ext. 151

Administration Assistant ext. 156

215-862-8022 Fax

Email: Info@NewHopeBorough.org
www.NewHopeBorough.org

BUILDING, DESIGN, SIGNAGE AND USE AND OCCUPANCY

Zoning and Sign Permits

Zoning Officer
Zoning@NewHopeBorough.org
215-862-3347 ext. 155
215-862-8022 Fax

Construction and Fire Code Permits

Code Official
CodeOfficial@NewHopeBorough.org
215-862-3347 ext. 154
215-862-8022 Fax

Code Enforcement

Code Enforcement
CodeEnforcement@NewHopeBorough.org
215-862-3347 ext. 154
215-862-8022 Fax

Business Privilege Tax Inquiries

Treasurer ext. 152

New Hope Earned Income Tax / Local Services Tax / Business Privilege Tax

Keystone Collections Group
724-978-0300
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 **directory** of County and State agencies involved in permitting and licensing businesses in Pennsylvania is included with this package. It is formatted on a separate page for your convenience and records.

For direction in opening your Pennsylvania Business, visit PA Business One-Stop Shop at www.business.pa.gov or call 1-833-722-6778 8AM to 4:30 PM Monday-Friday.

SOLID WASTE AND RECYCLING SERVICES AVAILABLE IN NEW HOPE BOROUGH

New Hope Borough businesses contract directly with haulers for solid waste collection, disposal services and the collection of recyclables. A partial list of vendors is listed in the **directory** included with this package. Check the Yellow Pages for additional haulers providing service in the area.

Verify proper recycling procedure with the chosen hauler.

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.

PLEASE BE ADVISED: It is the responsibility of the property owner and/or tenant to secure waste services. Borough trash receptacles, found throughout the Borough streets are not to be used for household, business or merchant's garbage. Violations subject to fines.

BOROUGH COUNCIL, BOARD, AND COMMITTEE MEETING SCHEDULE

Borough Council	6:30PM	3 rd Tuesday of each month
Borough Council Workshop	6:30PM	1 st Monday of each month
Planning Commission	6:30PM	3 rd Monday of each month
Historical Architectural Review Board (HARB)	6:30PM	1 st Tuesday of each month
Parks & Recreation	7:00PM	4 th Monday of each month
Shade Tree Commission		
January, February, October through December	6:00PM	3 rd Wednesday of each month
March through September	6:30PM	

NEW HOPE BOROUGH WEBSITE

Looking for a meeting time or committee agenda? Need a permit for a new sign? Looking for a particular department contact? We've got you covered.

Our official website, www.newhopeborough.org, brings all of our documents and resources to your desktop screen or mobile phone. And, if you sign up for alerts, we'll also deliver updates to your email or text messaging inbox.

PARKING IN NEW HOPE BOROUGH

There are over 1,500 parking spaces available in New Hope Borough. Throughout downtown New Hope parking is available on-street as well as in the parking lots near the Police Station. Pay-By-Plate parking kiosks operate 7 days a week, from 10 am to 9 pm. Cash, Coin, and Credit Cards are accepted at the Kiosks for payment. Kiosks cannot give change.

Please note there are a number of privately owned parking lots and their rates may vary. These lots are NOT reciprocal with the Borough's parking system.

YEAR-ROUND PERMIT PARKING

The Borough offers year-round rental parking permits in four parking lots within the Borough. Spaces are rented on a first come, first served basis. These lots are located at West Randolph Street and Parry Street, South Main Street behind the Visitors' Center, and New Street near the Police Department. Rental rates vary. For additional information, contact the Police Department at 215-862-2483.

RESIDENT PARKING PERMITS

This permit will allow a resident of the Borough to park at any on-street metered parking space, except for special purpose parking spaces such as those reserved for the disabled, on Saturday and Sunday, from 10 a.m. to 12 Noon, and Monday through Friday, from 10 a.m. to 3 p.m., throughout the year. For additional information, contact the Police Department at 215-862-2483.

b**Bucks County Health Department**

Neshaminy Manor Center
 1282 Almshouse Rd
 Doylestown, PA 18901
 Bus: (215) 345-3318

Bucks County SCORE

11 Welden Dr
 Doylestown, PA 18901
 Bus: (215) 943-8850
 E-mail: buckscounty@scorevolunteer.org

BUILDING INSPECTOR

123 New St
 New Hope, PA 18938
 Bus: (215) 862-3347 x 154
 E-mail: CodeOfficial@NewHopeBorough.org

c**Chamber of Commerce - Greater New Hope Chamber**

PO Box 633
 New Hope, PA 18938
 Bus: (267) 756-3443
 E-mail: newhopechamber@gmail.com

CODE ENFORCEMENT OFFICER

123 New St
 New Hope, PA 18938
 Bus: (215) 862-3347 x154
 E-mail: CodeEnforcement@NewHopeBorough.org

f**Fire Department, New Hope Eagle Volunteer Fire**

46 N. Sugan Rd
 New Hope, PA 18938
 Bus: (215) 862-2692

i**Internal Revenue Service**

Bus: (800) 829-4933

l**Landmark Towns of Bucks County**

PO Box 423
 Washington Crossing, PA 18977
 Bus: (610) 923-3548 x234
 Mobile: (215) 781-2605

n**New Hope Borough**

123 New St
 New Hope, PA 18938
 Bus: (215) 862-3347
 E-mail: info@NewHopeBorough.org

New Hope Visitor Center

1 W. Mechanic St
 New Hope, PA 18938
 E-mail: NHVC@NewHopeBorough.org

o**OSHA - Occupational Safety and Health Administration**

200 Constitution Ave, NW
 Room Number N3626
 Washington, DC 20210
 Bus: (800) 321-6742

p**PA Business One-Stop Shop**

Bus: (833) 722-6778

Pennsylvania Department of Revenue

Bus: (717) 787-1064

Pennsylvania Liquor Control Board

PO Box 8940
 Harrisburg, PA 17105-8940
 Bus: (717) 787-5549

Pennsylvania Small Business Development Center

Lehigh University SBDC
 416 E. 5th St
 Bethlehem, PA 18015-1822
 Bus: (610) 758-3980
 E-mail: insbdc@lehigh.edu

p

Police, New Hope Borough

125 New St
New Hope, PA 18938

r

RECYCLING ELECTRONICS

900 Wheeler Way Suite B
Langhorne, PA 19047
Bus: (267) 512-6211
E-mail: hello@kuusakoski.us

s

Small Business Association

409 3rd St SW
Washington, DC 20416

w

WASTE George Leck & Son, Inc

PO Box 2609
237 Jacksonville Rd
Ivyland, PA 18974
Bus: (215) 675-8000

**Waste Management of Southeastern
PA/Teleford**

400 Progressive Dr
PO Box 439
Teleford, PA 18969
Bus: (800) 859-5566

**WASTE Republic Services of Bucks-Mont
Allied Waste Division**

731 E. Reliance Rd
Teleford, PA 18969
Bus: (215) 723-0400

WASTE White Tail Disposal

334 Layfield Rd
Perkiomenville, PA 18074
Bus: (610) 754-0103
E-mail: info@whitetaildisposal.com

z

Zoning

123 New St
New Hope, PA 18938
Bus: (215) 862-3347 x 155
E-mail: Zoning@NewHopeBorough.org



New Hope Police Department

125 New Street ♦ New Hope, PA 18938
Fax: 215-862-3570 ♦ admin@newhopepd.org

EMERGENCY CONTACT INFORMATION – BUSINESS

The New Hope Borough Police Department, in conjunction with New Hope Eagle Fire Company, maintain Emergency Contact Information for Business properties within the Borough. Situations such as open doors or windows, vandalism, burglaries, and alarms often occur after normal business hours. Providing this information will help the NHBPD / NHEFD reach the proper representative of your business / property in the event of an emergency.

It is important to keep this information up to date. Should changes occur, this form can be found on the Borough website www.NewHopeBorough.org > Police Department Permits & Forms > Emergency Contact Form

Please complete and return this form to the Police Department via regular mail, fax or email noted above. Use one form per property address / Business unit.

Thank you for your participation.

Property Address: _____

Business Name: _____

Business Phone: _____

Email: _____

Property Owner:
(if different than business owner) _____

Property Owner Phone: _____

Alarm Company Name: _____

Alarm Company Phone: _____

IN CASE OF EMERGENCY / 24 Hour Contact				
	Name	Address	Cell Phone	Home Phone
#1				
#2				
#3				

Date: _____



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USE AND OCCUPANCY PERMIT & USE REGISTRATION APPLICATION

FOR ADMINISTRATION USE

Date Received: _____ Zoning Fee: _____ Building Fee: _____ Closing Date: _____

PERMIT NUMBER: _____ SCHEDULED FOR: _____

TYPE OF APPLICATION (check appropriate condition)

Property Sale / Transfer of Ownership	Complete Sections 1, 2 & 3
Property Rental / Change in Tenant	Complete Sections 1, 2 & 4
Change in Use / Occupancy Class / New Use	Complete Sections 1, 2 & 5

Subject Property Address: _____

Unit and / or Suite and / or Apartment Number: _____ Parcel #: _____

SECTION 1: OCCUPANCY CLASSIFICATION / USE GROUP INFORMATION

Zoning District: (✓ or circle one):

R-1	R-2	R-B	R-C	PUD	CC	LC	SC	LI	MU	PRD
-----	-----	-----	-----	-----	----	----	----	----	----	-----

Historical District:

Yes	No
-----	----

Flood Zone:

Yes	No
-----	----

Property Type: ___ Single Family ___ Multi-Family ___ Mixed Use ___ Commercial

Number of Units: _____

SECTION 2: CURRENT PROPERTY OWNER

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone _____

E-Mail _____

SECTION 3: PROPERTY SALE / BUYER INFORMATION

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone _____

E-Mail _____

SECTION 4: PROPERTY RENTAL-CHANGE OF TENANT

Provide single-side copy of Lease / Rental Agreement

Residential Tenant Name(s) _____

AND / OR Business Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

E-Mail _____

SECTION 5: CHANGE IN USE / OCCUPANCY CLASS

Provide detail of ALL PROPOSED USE(S)

BOROUGH APPROVAL (For administration use)

Zoning Officer: _____ Date: _____

Code Official: _____ Date: _____

Notes / Conditions: _____

Notes / Conditions: _____



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WASTE PLAN – Complete Waste Plan Addendum attached

COMMERCIAL / BUSINESS USE – For new businesses, please check the Borough website for useful information and business registration form.

[NewHopeBorough.org > Businesses > New Business Information and Forms Packet](#)

[New Business Information and Forms Packet](#)

SECTION 6: PROCESSING STATUS

**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 their agent. Proposed Tenant must provide a copy of the lease.*

APPLICANT

SIGNATURE

PRINT NAME

Owner: _____

Buyer / Tenant / Agent* _____

Buyer / Tenant / Agent Phone: _____ E-Mail _____

Borough of New Hope Use & Occupancy Checklist
(Provided for informational purposes only)

Below is a sample list of items the Borough inspectors will check during all residential and commercial occupancy inspections. Please note that this is not meant to be an all-inclusive list. The intent of the inspection is to insure a property is safe for occupancy and that any major issues are identified for correction.

Exterior
Tripping Hazard-Sidewalks
Tripping Hazard-Driveway/Parking Lots
Tripping Hazard & Condition of Patio/Porches
High Grass/Weeds
Junk Cars
Debris/Rubbish
General Conditions of Roof/Gutters/Drains
General Conditions of Siding
Foundation
Windows
Address Numbers on Front of Building (4"min)
Shed(s) or Utility Building(s)
Pool
<i>Commercial</i> - Assembly rooms-maximum occupant load posted
<i>Commercial</i> - Exterior Emergency Lighting
<i>Commercial</i> - Handicapped Parking w/stripping and signage
Interior
Flooring
Walls/fire rated per IBC if required
Ceilings/fire separations per IBC Table 508.4
Exits Safe and Usable
Stairs Safe with Handrails and Guardrails
Smoke Detectors / CO Detectors
Bathroom facilities
Kitchen Facilities
Exhaust Fans(s)
Hot Water
Fireplace/Wood burning Stove/Vent-free appliances
Doors/Fire doors and Locks
Water Supply
Sewer System
Sprinkler System (tagged / current)
Fire Alarm System (current certification)
Fire Extinguishers as per code (tagged / current)
<i>Commercial</i> - Emergency Lighting and Exit Signs
<i>Commercial</i> – Kitchen Hood Ansul System



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USE AND OCCUPANCY PERMIT & USE REGISTRATION APPLICATION

ADDENDUM – WASTE PLAN

New Hope Borough residents and businesses are required to contract directly with *Licensed Waste Haulers* for solid waste collection and disposal services and the collection of recyclables.

In accordance with New Hope Borough Ordinance Chapter 223 Solid Waste, Article III Municipal Solid Waste Management, §223-24 Standards and regulations for storage prior to collection:

Every person (or Business) shall provide adequate and sufficient containers for receiving and holding municipal waste. Municipal waste containers, other than those used for the storage and collection of recyclables, shall be made of durable, watertight, rust resistant material having close-fitting lids, doors or covers and handles to facilitate collections, or durable, watertight plastic bags. Only residential property owners may use durable plastic bags for storage and collection of municipal waste. Nonresidential uses and properties must use durable, watertight, rust-resistant containers for storage and collection of municipal waste.

- Municipal waste containers shall be of **sufficient capacity** to hold accumulated refuse until the time of collection.
- Municipal waste containers shall be maintained in good repair. It shall be the responsibility of the person occupying the premises to keep municipal waste containers in a sanitary condition at all times. The containers shall be free from all liquids and residual solids and shall be periodically cleaned.
- Municipal waste stored outside of buildings shall be stored in containers of suitable size, shape and material so as to **prohibit the waste from being scattered by wind or rain and shall prohibit accessibility of such waste to rodents and other vermin.**
- Municipal waste containers shall be adequately secured at all times to prevent waste from scattering from the storage or collection points.
- Municipal waste containers that are screened from public view shall be located no less than 10 feet from any public street, alley, or other public place. Municipal waste containers that are not screened from public view shall be located no less than 25 feet from any street, alley, or other public place.
- All municipal waste storage containers shall be subject to inspection by the Borough at any reasonable hour without prior notice.

§223-25 Standards and regulations for collection

Municipal waste containers shall be placed just inside the curb or street line, not less than five feet from any side property line, only between the hours of **4:00 PM** prevailing time on the day prior to the collection of refuse by licensed collectors or haulers and **7:00 PM** prevailing time on the day of collection of refuse by licensed collectors or haulers. No container may be placed in such a manner as to block a sidewalk or pedestrian walkway or to hinder the safe passage of motor vehicles.

Owner: _____ **Street Address:** _____

Property Use: Business/Commercial Residential Mixed Use

(Choose all that apply)

Owner occupied Rental / Leased

Licensed Waste Hauler Information

Vendor: _____ Vendor Phone: _____

Weekly Collection Day(s):

Su	M	Tu	W	Th	F	Sa
----	---	----	---	----	---	----

Location / Placement of Waste Containers: _____

By my signature, I hereby acknowledge **Municipal Solid Waste Management Plan**

Property Owner Signature

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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 and verify that the proposed space to be occupied meets the occupancy classification and the proposed intended use(s) is (are) permitted pursuant to (but not limited to) the Zoning Ordinance, Deed Restrictions, any prior Zoning Hearing Board decisions, the Pennsylvania Uniform Construction Code (PA UCC) and 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 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 five (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 thirty (30) days of the initial inspection. Please allow three (3) 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 the applicant will not occupy or allow occupancy of the land, structure or building for any purpose that will violate applicable codes and/or ordinances.

Fees

See Fee Schedule for applicable Fees.

If an Applicant commences use and occupancy without first obtaining all required permits, the amount of the permit fee is 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. It would be recommended that the Applicant seek the services of an independent inspection company, as appropriate, to protect the applicant's 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, ordinances and any state licensing approvals if applicable. The Borough 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 tenant with no change in occupancy classification or occupancy use 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 IEBC. These include:

- Levels 1 -3 Alteration
- Change of Occupancy
- Additions
- Work in Historic Buildings

Each type has specific standards to satisfy accessibility requirements. Most building permit applications in New Hope represent either an alteration 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 305.8.10- 2018 IEBC). 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 occupant 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 additional 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 room 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 building permit applications proposing a Level 2, or above, alteration, change of use, additions or new construction must include construction plans prepared, signed and sealed by a registered professional.

It would be recommended to reach out to the Building Code Official regarding any building permit requirements and any additional requirements that may be required for the proposed tenancy.

If doing non-residential alterations, additions or a change of occupancy classification, it would be recommended to discuss your project with a registered design professional prior to contacting the Building Code Official to see if your project is feasible and if any additional Building code requirements may be required for your project. Such as Automatic Sprinkler systems, additional fire rated assemblies, Fire Alarm Systems, accessible bathrooms, etc.

Exterior alterations or additions in the Historic District will most likely require a HARB (Historic and Architectural Review Board) application, review and a Certificate of Appropriateness issued.

BOROUGH OF NEW HOPE

123 New Street, New Hope, PA 18938 ● Phone 215-862-3347 ● Fax 215-862-8022

Application for Permanent or Temporary Sign Permit

Date of Application: _____ Council Meeting Date: _____

Applicant: _____ Daytime / Cell Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Property Owner Information: Same as Applicant: _____

Property Owner: _____ Daytime / Cell Phone: _____

Property Street Address: _____

Email Address: _____

Borough Tax Parcel Number: 27- _____

Proposed Sign Information:

PERMANENT _____ **TEMPORARY** _____ ***Temporary Sign Removal Date** _____

Sign

Building

Sign Square Feet	_____	Width of Building	_____ ft
Height Clearance (measure from sidewalk to bottom of sign)	_____	Setback from Property Line	_____ ft
Sign Dimensions	_____ X _____	Setback from Street	_____ ft
Illumination	Non-Illuminated _____ Direct _____ Indirect _____ Other _____		

Description:

Proposed Location:	
Color Scheme:	
Material Description: (wood, plastic, metal, etc)	
Installation Hardware:	
Details:	

*Temporary Signage shall be removed by the expiration date.

Applicant's Signature: _____

BOROUGH USE ONLY:

Zoning District _____

Historic District:

Yes _____ No _____

Certificate of Appropriateness issued:

Yes _____ No _____

Permit Number _____

Application Fee: _____

Approved by _____

Date: _____



BOROUGH OF NEW HOPE

123 New Street, New Hope, PA 18938 • Phone 215-862-3347 • info@NewHopeBorough.org

HISTORIC ARCHITECTURAL REVIEW BOARD Application for a Certificate of Appropriateness

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

PLEASE PRINT OR TYPE CLEARLY. Submit application and supporting documentation TWENTY-ONE (21) business days prior to the monthly HARB meeting. All applications will be reviewed for completeness. If application is deemed incomplete, it will be returned to the applicant and will not be included on the upcoming HARB meeting agenda.

❖ REQUIRED FIELDS

❖ 1. Owner's Name: _____
Street Address: _____
Mailing Address (if different): _____
City: _____ State: _____ Zip: _____
Daytime / Cell Phone: _____ E-Mail: _____

❖ 2. Applicant's Name (if other than owner): _____
Street Address: _____
Mailing Address (if different): _____
City: _____ State: _____ Zip: _____
Daytime / Cell Phone: _____ E-Mail: _____

❖ 3. Street Address of Property to be reviewed: _____
Tax Map Parcel Number: 27- _____

If Applicant will be represented by an attorney at the HARB meeting, provide Attorney Information

❖ 4. Attorney to represent applicant: _____
Street Address: _____
Mailing Address (if different): _____
City: _____ State: _____ Zip: _____
Daytime / Cell Phone: _____ E-Mail: _____

5. Use & Type of Property (Check all that apply):

<input type="checkbox"/> Single Family Residence	<input type="checkbox"/> Townhouse	<input type="checkbox"/> Industrial	<input type="checkbox"/> Other (explain: _____)
<input type="checkbox"/> Single, Detached	<input type="checkbox"/> Apartment Building	<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Multi-Family Residence	<input type="checkbox"/> Office	<input type="checkbox"/> Institutional	
<input type="checkbox"/> Duplex	<input type="checkbox"/> Commercial Retail	<input type="checkbox"/> Vacant	

6. Proposed scope of work (List each item separately and use separate piece of paper, if necessary)
For example: 1. Replace existing front door with wood four-panel door
2. Install storm door

7. Estimated total cost of all work items: _____

8. Check-List: Items submitted with this application (*No submissions required for concept reviews*)

<input type="checkbox"/>	Plot Plan Drawings	<input type="checkbox"/>	Elevation Drawings	<input type="checkbox"/>	Photographs
<input type="checkbox"/>	Material Sample	<input type="checkbox"/>	Color Sample	<input type="checkbox"/>	Other

Application Requirements

The Fee Schedule can be found on the Borough Website: [GOVERNMENT > Fee Schedule](#) , 6-HARB

The intent of these requirements is to provide the HARB with documents clearly illustrating the proposed changes to existing buildings. Consistency of scale and placement on drawing sheets is helpful in establishing a clear record of proposed modifications.

FOR CONCEPT REVIEW, provide:

Ten (10) copies of this completed application form. *Construction plans are not required.*

FOR ADMINISTRATIVE OR FORMAL HARB REVIEW, provide:

Ten (10) copies of completed application package to include:

- ___ This application
- ___ Construction drawings, etc.
- ___ Photographs specific to the project site.
- ___ Detailed explanation of the proposed scope of work
- ___ Plans drawn to scale as noted below:
 - Scaled site plan
 - Scale should be rational (1:50, 1:100, etc.)
 - Scaled plans at all floors and roof for existing and proposed conditions.
 - Existing and proposed plans should be formatted for easy comparison (i.e. side by side or on sequential pages)
 - All plans should be at same scale and should maintain a consistent origin point across drawing sheets.
 - Scaled elevations at all sides for the existing and proposed conditions
 - Scale should match plans
 - Existing and proposed elevations should be formatted for easy comparison (i.e. side by side or on sequential pages)
 - All elevations should be at same scale with ground plane at same location on each drawing sheet
 - 3D diagram(s) (not necessarily photo realistic) shall be provided for all projects with proposed changes to **bulk or roof line(s)**
 - 3D diagrams should clearly identify the proposed changes in relation to the existing conditions.
- ___ Complete **ELECTRONIC** copy of the entire presentation, including the application
- ___ **Submit applicable fee**



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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 Twenty-one (21) business days prior to the monthly HARB meeting.** HARB meetings are held on *the first Tuesday of each month.*

Applicant's Name (print): _____

Applicant's Signature: _____

Date of Application: _____

So, you're doing a project in the Historic District. How should you begin?

Step 1:

Make sure your property is in the Historic District.

A PDF of the town's Zoning map is on the New Hope Borough website. See if your property is within the Historic District.

Step 2:

Determine whether your project is a "replacement in kind."

A "replacement in kind" is a project where you are simply replacing something without making any changes to material or aesthetics. **See examples.*

If yes, your project is a replacement in kind, please submit a detailed letter describing the project for the Borough's files.

**Examples:* repainting a house the same color, replacing a window with one the same size and materials, installing a new roof in the same color and materials as the old one, etc.

+Examples: painting a house a new color, changing roofing materials, installing a new fence, building an expansion, putting up a sign for a business, adding a deck, etc.

Step 3:

For all other projects that make changes to a property's exterior, apply for a Certificate of Appropriateness (COA). *+See examples.*

The COA application form is on the website; you may also pick up the form from Borough Hall (123 New Street).

Applicants are required to submit copies of the completed application form, along with all necessary support documents, plans, and specifications.

Remember: if your project requires permits, you must also apply for the appropriate permits.

Step 4:

Appear before the Historic Architectural Review Board (HARB)

1. The HARB meets at 125 New Street on the first Tuesday of each month at 6:30 p.m. and will make a recommendation for each application. At the meeting, applicants are allowed to make a presentation and/or answer questions.

All materials must be submitted 15 business days prior to the HARB meeting. Remember: any relevant personnel attached to your project (contractor, architect, etc.) are welcome to attend and help you present at the meeting as well.

Step 5:

Borough Council approval

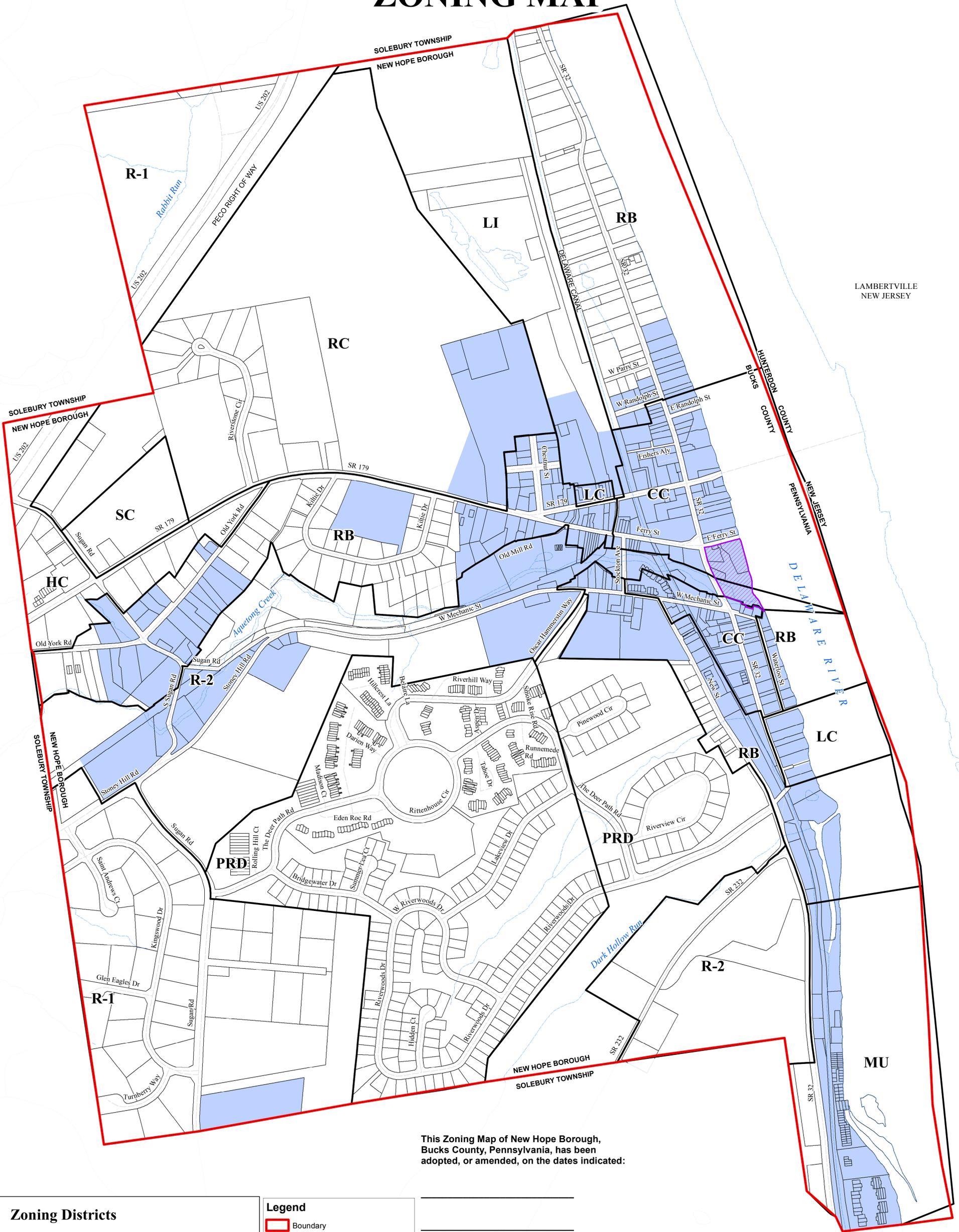
The New Hope Borough Council meets at 125 New Street the third Tuesday of each month at 7 p.m. They will review the HARB's recommendations and determine final approval for each application (pending approval by Zoning if necessary).

You're Ready!
Confirm you have all relevant paperwork and permits before begin. Good luck!

Any Questions?

Contact Sr. Administrative Assistant,
JoAnn Connell: 215-862-3347
joann@newhopeborough.org

NEW HOPE BOROUGH ZONING MAP



This Zoning Map of New Hope Borough, Bucks County, Pennsylvania, has been adopted, or amended, on the dates indicated:

- Zoning Districts**
- CC - Central Commercial
 - HC - Highway Commercial
 - MU - Mixed Use
 - LC - Light Commercial
 - LI - Light Industrial
 - PRD - Planned Residential Development
 - R1 - Low Density Residential
 - R2 - Rural Residential
 - RB - Urban Residential
 - RC - Multi-Family Residential
 - SC - Shopping Center

- Legend**
- Boundary
 - Riverfront Cultural Overlay District
 - Historic District
 - Zoning(County 6/26/2014)
 - Parcels



**NEW HOPE BOROUGH
ZONING MAP**

NEW HOPE BOROUGH, BUCKS COUNTY, PENNSYLVANIA

GILMORE & ASSOCIATES, INC.
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65 EAST BUTLER AVENUE NEW BRITAIN, PA 18901-5106 - (215) 345-4330 - www.gilmore-assoc.com

JOB NO: 14-NEWHOPE

DATE: JUNE 2014

SCALE: 1" = 300'