



BOROUGH OF HUMMELSTOWN

Founded 1762

Incorporated August 26, 1874

**261 QUARRY ROAD
HUMMELSTOWN, PA 17036
www.hummelstown.net**

**PHONE: (717) 566-2555
FAX: (717) 566-3324**

Short Term Rental Information Packet

This packet is for members of the public that are researching the possibility of having a Short-Term Rental property within the Borough of Hummelstown.

Included in this packet are the documents needed to aid in your research, the stipulations which are required for Short Term Rentals, as well as applications that may be needed, should a property meet the requirements for this use.

BOROUGH of HUMMELSTOWN

Short Term Rental Ordinance

*Please note that this document has been taken from the codified sections of the Borough of Hummelstown Ordinances and is intended to streamline the research conducted by the public in regard to Short Term Rentals within the Borough.
The complete ordinances can be found at Hummelstown.net.*

Definition of SHORT-TERM RENTAL

A dwelling unit containing a single cooking area where lodging is provided for a period of less than 30 consecutive days. The owner and/or manager of the property does not reside in the dwelling while guests are staying within the home. All guests of the home are staying in the home under a single contract.

[Added by Ord. No. 2019-4, 11/21/2019]

Short Term Rentals are permitted by **Conditional Use only** in the following two districts:

§27-903.2.C - Commercial - Residential Neighborhood District

§27-1003.2.D - Commercial - Central Business District

Conditional Uses. The Short-Term Rental use may be permitted by the Borough Council following review and recommendation by the Planning Commission, pursuant to standards and criteria as set forth in § 27-1401, "Use Regulations":

§27-1401 Use Regulations

40. Short-Term Rental. Where permitted, a short-term rental may be established subject to the following:

[Added by Ord. No. 2019-4, 11/21/2019; amended by Ord. No. 2022-3, 8/18/2022]

- A. Short-term rentals shall only be permitted in a single-family detached dwelling.
- B. All dwellings to be used as short-term rentals shall be a minimum of 25 feet from any other dwelling, measured from exterior wall to exterior wall, including decks, patios, seating areas, game areas and fire pits.
- C. Off-street parking shall be provided at the rate of two spaces for the first bed and one space for each additional bed. All spaces must be on the same lot as the dwelling unit and be constructed of bituminous, brick, concrete or stone. At least 50% of all spaces must be uncovered, and all new spaces must comply with Part 17 (Off-Street Parking Regulations) herein.
- D. When a short-term rental property needs to provide additional parking and the lot contains access to an alley, the additional parking shall be located to the rear of the principal building and accessed from the alley unless it is determined to be technically infeasible.
- E. The number of guests remaining overnight at the short-term rental dwelling unit shall not exceed two per bed excluding children under the age of three. No more than six individuals, including children under the age of three, shall occupy the short-term rental at any given time.
- F. The exterior of the short-term rental shall maintain a residential appearance, and no exterior sign or display advertising the premises as a short-term rental shall be permitted other than an address plaque not to exceed one square foot in surface area.
- G. Special events and public functions, such as concerts, conferences, weddings or banquets, are prohibited on the lot of the short-term rental home.

- H. Only one contract for rent shall be permitted for the short-term rental at any given time.
- I. The owner/operator must provide the name and twenty-four-hour contact phone number of the person responsible for the security and maintenance of the property to the Borough Zoning Officer. The contact phone number must also be posted in a visible, but discreet, location on the property.
- J. Noise and disturbance must be comparable to typical residential uses. When adjacent to another residential use, all rental contracts shall notify guests that outdoor activities are not permitted between the hours of 10:00 p.m. and 8:00 a.m.
- K. All contracts for lease of the short-term rental must include the prohibition against the number of guest vehicles exceeding the number of on-site parking spaces provided and prohibiting motor homes, recreational vehicles, or vehicles with trailers.
- L. A plainly visible diagram or photograph of the premises shall be provided to tenants indicating the number and location of designated on-site parking spaces and the maximum number of vehicles allowed by visitors of the short-term rental. The notice must include language requiring the exclusive use of the provided off-street parking. The notice must also identify trash day(s) and trash removal instructions.
- M. A minimum five-pound Type C fire extinguisher must be installed in the cooking area of the short-term rental and ten-pound Type C fire extinguisher must be installed in any attached garage. All fire extinguishers must be inspected annually by a qualified third party and proof of inspection provided to the Borough.
- N. Areas designated as available for sleeping shall contain a minimum of 70 square feet for one person and 100 square feet for two people. Smoke detectors and carbon monoxide detectors must be installed in accordance with the current International Property Maintenance Code adopted by the Borough.
- O. Prior to making the premises available for use as a short-term rental, a short-term rental license must be obtained from the Borough and renewed annually prior to January 1 of every year the premises is available for use as a short-term rental for at least one night. The application for the short-term rental license must be accompanied by a license fee as adopted through resolution of the Borough Council.
- (1) Prior to issuance of the initial short-term rental license, the premises proposed for use as a short-term rental shall be inspected by the Borough, or its designee, to ensure compliance herewith.
 - (2) The licensee must be the owner of record.
- P. If the licensee is issued three notices of violations of the approval criteria within a period of six months, its short-term rental license will be administratively and automatically revoked for 60 days. Reinstatement requests must be accompanied by a reinstatement fee as adopted through resolution of the Borough Council.

Q. The licensee must provide to the Borough with each renewal application a certificate of insurance covering the short-term rental premises and use thereof as a short-term rental in an amount not less than \$500,000.

§27-2108 Special Exceptions and Conditional Uses

2. Conditional Uses. Where the Borough Council, in this chapter, has stated conditional uses to be granted or denied by the Borough Council pursuant to express standards and criteria, the Council shall hear and decide requests for such conditional uses in accordance with such standards and criteria. In granting a conditional use, the Borough Council may attach such reasonable conditions and safeguards, in addition to those expressed in this chapter, as it may deem necessary to implement the purposes of this chapter and the Pennsylvania Municipalities Planning code, 53 P.S. §§ 10101 et seq.

A. The Borough Council's decision to grant a permit for conditional uses shall be made only after public notice and hearing. Such permit shall apply specifically to the application and plans submitted and presented at said public hearing. Any subsequent amendments or additions shall be subject to review and public hearing by Borough Council as a conditional use.

B. No application for a permit shall be granted by the Borough Council for any conditional use until Borough Council has first received and considered an advisory report thereon from the Planning Commission with respect to the location of such use in relation to the needs and growth pattern of the Borough of Hummelstown, where appropriate, with reference to the adequacy of the site area and the arrangement of buildings, driveways, parking areas, off-street truck loading spaces and other pertinent features of the proposal.

C. The Planning Commission shall have 30 days from the date of its receipt of the application within which to file its report thereon; provided, that should the said next regular meeting occur more than 30 days following the filing of the application, the said thirty-day period shall be measured from the thirtieth-day following the day the application has been filed. The Planning Commission may have representation at the public hearing held by the Borough Council on such application. After receipt of the report, the Borough Council shall hear the application in the same manner and under the same procedure as it is empowered by law and ordinance to hear cases.

D. The Borough Council shall render a written decision or, when no decision is called for, make written findings on the conditional application within 45 days after the last hearing before the Borough Council. Where the application is contested or denied, each decision shall be accompanied by findings of fact or conclusions based thereon, together with any reasons therefore. Conclusions based on any provision of this Act or of any ordinance, rule or regulation shall contain a reference to the provision relied on and the reasons why the conclusion is deemed appropriate in light of the facts found.

E. Where the Borough Council fails to render a decision within the period required by this subsection or fails to hold the required hearing within 60 days from the date of the applicant's request for a hearing, the decision shall be deemed to have been rendered in favor of the applicant unless the applicant has

agreed in writing or on the record to an extension of time. When a decision has been rendered in favor of the applicant because of failure of the Borough Council to meet or render a decision as hereinabove provided, the Borough Council shall give public notice of the decision within 10 days from the last day it could have met to render a decision in the same manner required by the public notice requirements of this Act. If the Borough Council shall fail to provide such notice, the applicant may do so.

F. A conditional use for which a permit is granted by the Borough Council pursuant to the provisions of this section shall be construed to be a conforming use.

G. An applicant seeking a conditional use must demonstrate:

[Added by Ord. No. 2022-3, 8/18/2022]

- (1) That the proposed use will not adversely affect the health or safety of residents in the neighborhood or district in which the use is located;
- (2) That the use will not overburden existing public services, including water, sanitary sewer, public roads, storm drainage or other public improvements;
- (3) That the use will not be detrimental to the use or development of, or change the essential character of, the neighborhood or district in which the use is proposed. The Borough Council shall consider, at a minimum, the impact of noise, dust, light, odor and adequacy of parking; and
- (4) The use shall meet all other requirements of this chapter that may apply.

**** Proof of compliance with all the above requirements must be presented to the Planning Commission to review during the Conditional Use Hearing.**

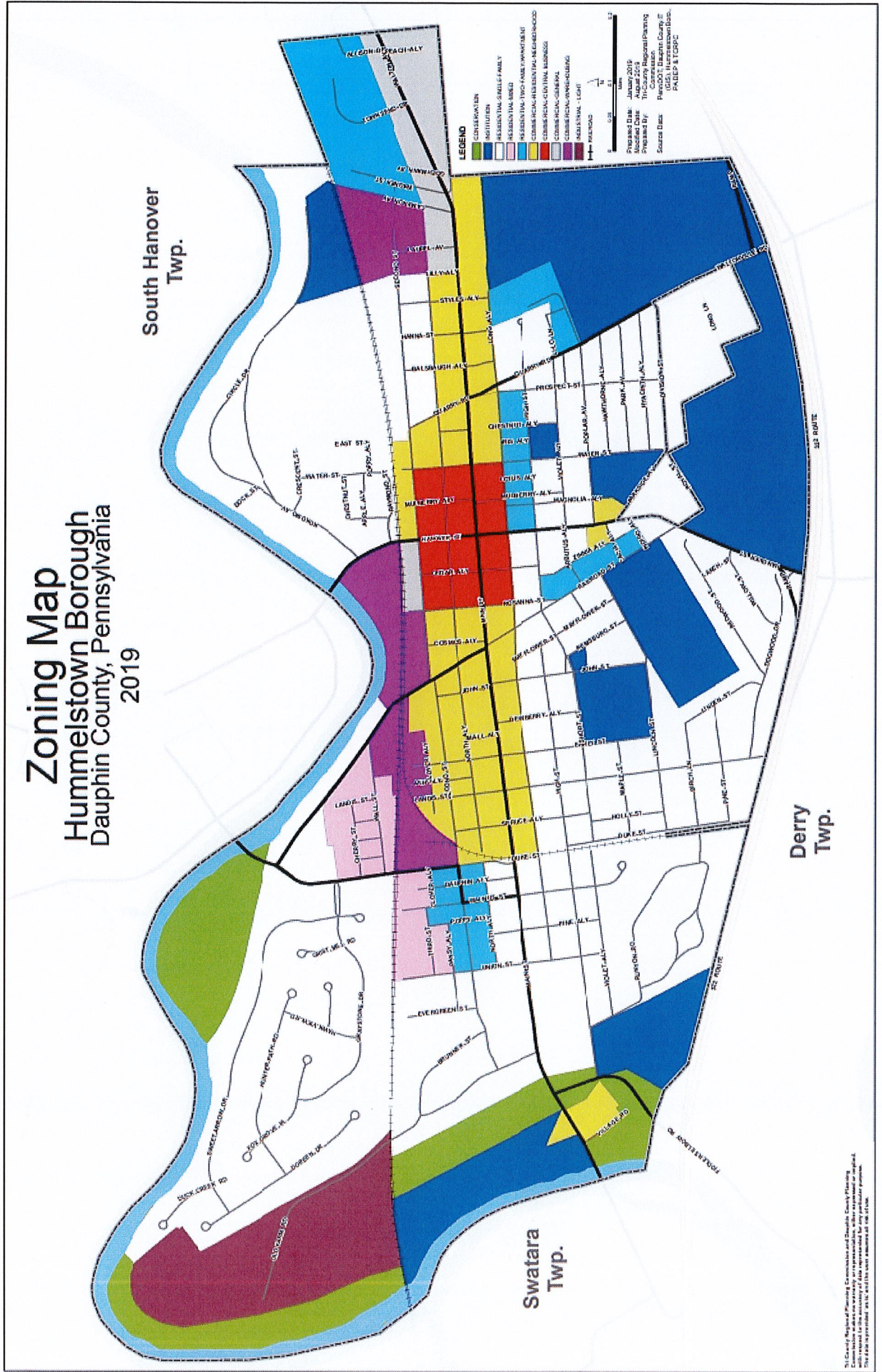
Requesting a variance from one of the above conditions must be completed by requesting a variance with the Zoning Hearing Board.

Steps needed to be approved for a Short-Term Rental in the Borough of Hummelstown,

1. Compliance with all the above requirements.
 - a. IF needed – Application and payment to Zoning Hearing Board for a variance from one or more of the above requirements.
2. Application, documentation, and payment for a Conditional Use Hearing
 - a. Review by Planning Commission
 - b. Public Conditional Use Hearing with Borough Council
3. If granted Conditional Use status; complete a Short-Term Rental License application and submit with payment to the Borough Zoning Officer.
 - a. Inspection of Short-Term Rental location by the Zoning Officer
4. IF needed, a zoning or building application for any needed work. i.e. parking pad or driveway
5. Annual Renewal paperwork and fee – paid by June 1 each year.

Potential Fees:	
Conditional Use Hearing	\$1,000.00
Zoning Hearing Board	\$750.00
Zoning Permit Application	\$85.00
Short Term Rental License Application	\$1,000.00
Annual Renewal	\$1,000.00

Short Term Rentals are permitted by **Conditional Use only** in the following two districts:
 §27-903.2.C - Commercial - Residential Neighborhood District – Yellow
 §27-1003.2.D - Commercial - Central Business District - Red





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Application for Appeal Special Exception / Conditional Use

Circle applicable selection above.

Date _____

File # _____

Property address for review _____

Applicant Information:

Applicant Name: _____ Company: _____

Applicant Address: _____

Phone: (____) _____ Email: _____ Parcel ID Number _____

Attorney Information:

Name: _____ Company: _____

Address _____

Phone: (____) _____ Email: _____

Property Owner Information (if other than Applicant):

Applicant Name: _____ Company: _____

Applicant Address: _____

Phone: (____) _____ Email: _____ Parcel ID Number _____

Property Information:

Current use of the Property is: _____

Property is described and used as follows (if necessary, attach map or sketch): _____

The Special Exception, or Conditional Use sought by Appellant/Applicant, citing the present zoning classification or property and the section of the Zoning Ordinance under which the interpretation, exception, or variance is requested:

The reasons for Special Exception or Conditional Use are: _____

Signature of Applicant: _____ Date _____

**Please attach any relevant or additional documentation to the Application.

All documentation and payment must be submitted with the application at least 20 days prior to the meeting date. For a list of application deadlines and meeting dates, please contact the Borough office.

Official use only

	<u>Dates</u>	Fee Paid: \$1,000.00 Res / \$1,500.00 Non-Res
Received		Notices issued to:
Publication - first		
Publication - second		
Hearing		
Order		



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Application Annual Short Term Rental Registration

Date Received _____

Rental Property Address: _____ Unit/Apartment #: _____

Property Owner Information:

Owners Name: _____ Company: _____

(Business / LLC / Partnerships)

Property Owner Address: _____

Phone:(____) _____ Secondary:(____) _____ Email: _____

Signature of Property Owner: _____ Date _____

Property Manager Information:

Name: _____ Company: _____

Address: _____

Phone:(____) _____ Secondary:(____) _____ Email: _____

Advertisement Information:

Website(s) used for advertisement _____

Name of location on Short Term Rental Site: _____

Annual Fee is \$1,000.00 per rental unit.
Forms must be returned by June 1st.
Payment must accompany application form
Make check payable to:
Borough of Hummelstown

Attach a copy of the online listing(s) with this application. **Screen shot is acceptable.

Attached copy of Certificate of Insurance covering Short-Term Rental. Coverage must be in the amount not less than \$500,00.00 Yes No Expiration date on Certificate of Insurance _____

FOR OFFICE USE ONLY

Account Number: _____

Amount: \$ _____ Form of payment: _____ Check No: _____ Date _____



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Application for Appeal / Interpretation / Variance

Circle applicable selection above.

Date _____

File # _____

Property address for review _____

Applicant Information:

Applicant Name: _____ Company: _____

Applicant Address: _____

Phone:(____) _____ Email: _____ Parcel ID Number _____

Attorney Information:

Name: _____ Company: _____

Address _____

Phone:(____) _____ Email: _____

Property Owner Information (if other than Applicant):

Applicant Name: _____ Company: _____

Applicant Address: _____

Phone:(____) _____ Email: _____ Parcel ID Number _____

Property Information:

Current use of the Property is: _____

Property is described and used as follows (if necessary, attach map or sketch): _____

The interpretation or relief through variance sought by Appellant/Applicant, citing the present zoning classification or property and the section of the Zoning Ordinance under which the interpretation, exception, or variance is requested:

The Grounds for appeal for interpretation, or variance are: _____

For an appeal for interpretation, attach a true copy of the order, requirement, decision, or determination of the Zoning Officer.

Signature of Applicant: _____ Date _____

**Please attach any relevant or additional documentation to the Application.

All documentation and payment must be submitted with the application at least 30 days prior to the Zoning Hearing Board meeting. For a list of application deadlines and meeting dates, please contact the Borough office.

Official use only

	<u>Dates</u>	Fee Paid: \$750.00 Res / \$1,500.00 Non-Res
Received/Paid		Notices issued to:
Publication - first		
Publication - second		
Hearing		
Order		



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BUILDING/ZONING PERMIT APPLICATION

(For office use only)

DATE APPLICATION RECEIVED _____

TAX PARCEL # _____

LOCATION OF PROPERTY (LEGAL ADDRESS)

PROPERTY OWNER **TENANT**

NAME: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____
 PHONE # () _____ ALT PHONE # () _____
 EMAIL ADDRESS: _____

ARCHITECT **DESIGNER** **ENGINEER**

NAME: _____
 COMPANY NAME: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____
 PHONE # () _____ ALT PHONE # () _____
 EMAIL ADDRESS: _____

PROJECT CONTACT PERSON: _____ PHONE #: () _____

ADDRESS: _____ EMAIL ADDRESS: _____

CONTRACTOR **OWNER-BUILDER**

CONTRACTOR REGISTRATION # _____ PHONE #: () _____
 COMPANY/NAME: _____ FAX #: () _____
 ADDRESS: _____ EMAIL ADDRESS: _____
 CITY/STATE/ZIP: _____

WORKERS' COMPENSATION DECLARATION: I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain workers' compensation insurance for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy are:

CARRIER: _____ POLICY # _____

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of Pennsylvania.

DATE: _____ APPLICANT: _____

TYPE OF IMPROVEMENT

- New Building Move Building Roof
- Addition Foundation Only Fence
- Alteration Sign Shed
- Repair/Renovation Swimming Pool/Spa Patio/Deck
- Change of Use Other _____

OWNERSHIP

- Private (Individual, Corporation, Non-Profit)
- Public (Federal, State, Local Government)

EXISTING USE

- One Family
- Two or more family – No. of units _____
- Non-Residential (specify use) _____

PROPOSED USE

- One Family Two or more Family – No. of units _____
- Hotel/Motel – No. of units _____ Garage Carport
- Other _____

COST OF IMPROVEMENT

General Contract \$ _____
 Electrical \$ _____
 Plumbing \$ _____
 Other \$ _____
Total Cost \$ _____

DESCRIPTION OF WORK

BUILDING FEATURES:			
STRUCTURAL (FRAME) <input type="checkbox"/> Masonry <input type="checkbox"/> Wood <input type="checkbox"/> Structural steel <input type="checkbox"/> Reinforced concrete <input type="checkbox"/> Other _____	HEATING <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal <input type="checkbox"/> Other _____	MECHANICAL Air conditioning <input type="checkbox"/> Yes <input type="checkbox"/> No Elevator <input type="checkbox"/> Yes <input type="checkbox"/> No	DIMENSIONS Height of building _____ Number of stories _____ Total floor area (sq. ft.) _____ Total lot area (sq. ft.) _____

ELECTRICAL PERMIT

ELECTRICAL PERMIT								
			FIXTURES AND EQUIPMENT					
QTY	DESCRIPTION	RATING	QTY	DESCRIPTION	RATING	QTY	DESCRIPTION	RATING
_____	AMP service	_____	_____	Ceiling fan	_____	_____	Range	_____
_____	AMP receptacles	_____	_____	Dishwasher	_____	_____	Smoke detector	_____
_____	Vent fans	_____	_____	Disposal	_____	_____	Water heater	_____
_____	Lights	_____	_____	Dryer	_____	_____	Other:	_____
_____	Receptacles	_____	_____	Furnace (Electric)	_____	_____	_____	_____
_____	Switches	_____	_____	Furnace (Gas/Oil)	_____	_____	_____	_____
_____	Air conditioner	_____	_____	Motor - HP	_____	_____	_____	_____
_____	Baseboard heat	_____	_____	Oven	_____	_____	_____	_____

PLUMBING PERMIT

PLUMBING PERMIT		
FIXTURES AND EQUIPMENT		
_____	Piping in walls	_____
_____	Piping in slab	_____
_____	Sewer lateral	_____
_____	Water lateral	_____
_____	Stacks	_____
_____	Bathtub	_____
_____	Lavatories	_____
_____	Shower stall	_____
_____	Heat lines (Feet)	_____
_____	Water closet	_____
_____	Urinal	_____
_____	Bidet	_____
_____	Kitchen sink	_____
_____	Dishwasher	_____
_____	Garbage disposal	_____
_____	Laundry tray	_____
_____	Clothes washer	_____
_____	Grease trap	_____
_____	Oil separator	_____
_____	Slop sink	_____
_____	Lawn sprinkler & heads	_____
_____	Sewage ejector	_____
_____	Air conditioning	_____
_____	Floor drain	_____
_____	Heaters	_____
_____	Water heater	_____
_____	Drinking fountain	_____

IDENTIFICATION AND VERIFICATION

(To be completed by applicant, authorized agent or contractor)

I hereby certify that the proposed work, as contained in this application, is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent.

I also certify and acknowledge that review and approval of plans, applications and the issuance of permits does not relieve the owner from building and constructing all structures in accordance with all applicable Building Codes and other applicable ordinances of the Borough of Hummelstown.

SIGNATURE OF APPLICANT

ADDRESS

APPLICATION DATE

SITE PLAN

Show dimensions of existing and proposed structures and setback distance from all property lines

