




Borough of Chambersburg

*A full service municipality in Franklin County
celebrating over 65 years of consumer owned natural gas service
over 100 years of community electric and a
regional wastewater, water, and municipal solid waste utility*

TO: Demolition Permit Applicants
FROM: Phil Wolgemuth, Assistant to the Borough Manager 
DATE: April 29, 2019
SUBJECT: Demolition Permit Process

The process outlined below must be followed to secure a Land Use Permit and Uniform Construction Code Permit to demolish a building in the Borough of Chambersburg.

1. File at Borough Hall a Land Use Permit Application and Land Use Permit Application Approval Timeframe Release form signed by the property owner. See attached.
2. One copy of the Land Use Permit Application will be circulated at Borough Hall for Electric, Engineering, Gas, Planning/Zoning, Stormwater, Water and Sewer Department authorization.
3. One copy of the Land Use Permit Application will be provided to the Utilities Service Center for Electric, Gas, Water and Sewer Department utility disconnection authorization. Once respective utilities are disconnected, an authorized Electric, Gas, Water and Sewer Department representative will initial the application. An application initialed by all of the Electric, Gas, Water and Sewer Department representatives will be returned to Borough Hall.
4. It is the property owner's responsibility to secure the necessary Borough permits from the Utilities Service Center before disconnecting utility laterals or lines. Please note, utility services will be terminated as soon as the Utilities Service Center receives a Land Use Permit Application.
5. It is the property owner's responsibility to secure the necessary Borough or State permits for street excavation and closure associated with utility disconnections. The property owner, or their contractor, shall furnish, erect, and maintain all necessary barricades and signage in compliance with PennDOT Publication 213.
6. One copy of both approved Land Use Permit Application documents will be provided to the property owner and to Pennsylvania Municipal Code Alliance.
7. The property owner will be instructed to file an application with Pennsylvania Municipal Code Alliance for a Uniform Construction Code Permit to demolish a building.

Pennsylvania Municipal Code Alliance
380 Wayne Avenue
Chambersburg, PA 17201
Phone: 717-496-4996
Fax: 717-446-0586
Website: pacodealliance.com

Water and Sewer Connections & Demolition of Existing Structures

Specification Adopted April 29, 2019

Specification Updated February 21, 2020

This policy, herein promulgated by the Borough of Chambersburg Water & Sewer Departments, is addendum to the rules associated with the Borough of Chambersburg Demolition Permit Process.

1. In all cases, the goal of these specifications is for a located and proper disconnection of water and sewer services from existing buildings in advance of demolition. Failure to follow these procedures may result in the Water & Sewer Departments locating, stabilizing, and properly disconnecting previously poorly identified or disconnected lines at the property owner's financial expense. In all cases, the Borough of Chambersburg ultimately has the final say on all water and sewer connections, their location, manner, and condition.
2. When a demolition permit is issued for any structure where existing water or sewer service currently exists, the service must be properly disconnected as a part of the demolition process. This specification details options for proper disconnection.
3. A sanitary sewer line shall be disconnected during demolition:
 - a. At the discretion of the current property owner, and with the permission of the Borough of Chambersburg, and under the supervision of the Borough of Chambersburg, a contractor, under the direction of the property owner, certified to work on Borough sanitary sewer systems may **remove the entire point of connection between the service lateral from the site of the existing structure at the Borough's sanitary sewer main**, whether this connection is at the Borough's pipe or designated manhole. Further, this disconnection shall be complete and all areas restored sufficiently. This can include abandonment of the lateral in place; OR
 - b. At the discretion of the current property owner, and with the permission of the Borough of Chambersburg, and under the supervision of the Borough of Chambersburg, a contractor, under the direction of the property owner, certified to work on Borough sanitary sewer systems may **disconnect the existing service lateral to a pre-designated point of demarcation where a cleanout or curb stop will be inserted to allow a future project to reconnect to the service lateral at that location**. In some cases, where the balance of the service lateral is in poor condition, the Borough may require the contractor to install a new service lateral from its termination at the Borough's sewer main or designated manhole returning to the agreed upon cleanout or curb stop location. In this scenario, the contractor must complete the stub of the lateral at the agreed upon location in order to obtain successful completion of the demolition project.
 - c. These are the only two options during demolition.
4. A water line shall be disconnected during demolition:
 - a. At the discretion of the current property owner, and with the permission of the Borough of Chambersburg, and under the supervision of the Borough of Chambersburg, a contractor, under the direction of the property owner, certified to work on the Borough water system may **remove the entire point of connection between the existing water line from the site of the existing structure at the Borough's water main**, whether this connection is at the Borough's pipe or shared water line. Further, this disconnection shall be complete and all areas restored sufficiently. This can include abandonment of the service line in place; OR

Water and Sewer Connections & Demolition of Existing Structures Continued

- b. At the discretion of the current property owner, and with the permission of the Borough of Chambersburg, and under the supervision of the Borough of Chambersburg, a contractor, under the direction of the property owner, certified to work on the Borough water system may **disconnect the existing water line to a pre-designated point of demarcation where a meter pit and meter will be inserted to allow a future project to reconnect to the water service at that location**. In some cases, where the balance of the water line is in poor condition, the Borough may require the contractor to install a new water line from its termination at the Borough's water main or shared water line returning to the agreed upon meter pit and meter location. In this scenario, the contractor must complete the installation of the meter pit and water meter at the agreed upon location in order to obtain successful completion of the demolition project.
 - c. These are the only two options during demolition.
5. With respect to water and sewer capacity credit, any water line or sewer line completely removed shall, unless replaced in an agreed upon alternate location on the property within one calendar year lose all previous capacity credit for that water or sanitary sewer capacity.
6. With respect to water and sewer charges, any water line or sewer line left with an existing connection to an agreed upon point of demarcation (i.e. a cleanout, curb stop, or water meter) shall continue to be maintained as an active utility account, with all rules and conditions required, and charges assessed against said utility account for any consumption; and no less than the monthly service charge or ready-to-serve fee applicable.
7. In those cases where the Chambersburg Water & Sewer Departments believe the disconnection to be complex or dangerous to the integrity of the Borough's water and sanitary sewer system, the Borough reserves the right to request public works security to cover the cost of locating, stabilizing, and properly disconnecting previously poorly identified or disconnected lines or in order to repair damage that may be caused to Borough pipes and valves by the private contractor.
8. In addition to demolition, the above policy also applies to vacant properties with unused water and sewer service lines or properties with planned or completed construction where existing water and sewer service lines will remain unused.



Borough of Chambersburg

*Celebrating 50 years of consumer owned gas service
and over 100 years of consumer owned electric service*

Land Use Permit Application Approval Timeframe Release

I agree to waive the timeframe for Land Use Permit issuance according to the Borough Code, Chapter 300, Zoning, Article XVII, Administration and Enforcement, Section 300-98, Permits, C. Issuance of Permits (2):

Permits issued by the Zoning Officer shall be issued or refused in writing by the Zoning Officer within 15 business days after completed application is filed, except where a land use occupancy permit is withheld until after completion of work, and then within seven days after request as aforesaid stating that work has been completed.

Land Use Permit Application Number: _____

Date Land Use Permit Application Filed: _____

Address where work is being done: _____

Property Owner's Name Printed: _____

Property Owner's Signature: _____

Date: _____