

AGENDA



ECONOMIC DEVELOPMENT TASK FORCE

Tuesday, February 16, 2016 @ 7:00 p.m.

Cheltenham Township Administration Building
8230 Old York Road | Elkins Park, PA 19027

- | | | |
|-----------|----|---|
| 7:00 P.M. | 1. | Call to Order |
| 7:01 P.M. | 3. | Approval of the January 19, 2016, Regular Meeting Minutes (<i>see attached</i>) |
| 7:03 P.M. | 3. | Committee Reports |
| | | A. Design |
| | | 1) 83 Limekiln Pike, Glenside Awning Sign (<i>see attached</i>) |
| | | 2) 2 Roberts Block, Glenside Freestanding Sign (<i>see attached</i>) |
| | | B. Liaison Reports |
| | | 1) Elkins Park East |
| | | 2) Glenside District |
| | | 3) East Cheltenham Avenue |
| | | 4) Cheltenham Village |
| | | 5) Elkins Park West |
| | | 6) West Cheltenham Avenue |
| 7:20 P.M. | 4. | Chairman's Report |
| 7:30 P.M. | 5. | Old Business |
| | | A. Update on Status of Draft Zoning Ordinance |
| | | B. Habitat for Humanity Neighborhood Revitalization Programs |
| | | C. Township Event Fundraising |
| | | D. 2016 Goals |
| | | 1) Recruit New Members |
| | | 2) Business Liaison Restructuring |
| | | 3) Identify/Redefine Committee Responsibilities |
| | | 4) Marketing and Business Recruitment/Retention |
| 7:55 P.M. | 6. | New Business |

- A. Marketing Opportunities
 - 1) Cheltenham Community Map
 - 2) Cheltenham 2016-2017 Calendar
 - 3) *Great Cheltenham Living Magazine*

- 8:05 P.M. 7. Staff Report
 - A. EAC “Get to Know Sustainable Cheltenham” Party (*see attached*)
 - B. Retrofit for Small Businesses
 - C. Elkins Park West – Resident Clock Request

- 8:15 P.M. 8. Citizen’s Forum

- 8:20 P.M. 9. Adjournment



Bryan T. Havir
Township Manager

The regular meeting of the **ECONOMIC DEVELOPMENT TASK FORCE (EDTF)** for January 2016 was held tonight. Members in attendance were: Dwight Lewis, Jonathan Essoka, Charley Harmar, David Kratzer, Fred Milbert, and Kenneth Mirsky. Guests present: Judah Labovitz, Joan Brandeis, and Rita Rosen Poley. Staff present: Alyson Elliott, Assistant Township Manager.

1. **CALL TO ORDER.** Mr. Lewis called the meeting to order at 7:01 p.m.
2. **ELECTION OF OFFICERS.** Mr. Lewis requested nominations for Vice President. A motion was made by Mr. Harmar, seconded by Mr. Mirsky, and unanimously approved by a 6-0 vote to elect Mr. Essoka Vice Chair of the EDTF.
3. **APPROVAL OF MINUTES.** A motion was made by Mr. Harmar, seconded by Mr. Mirsky, and unanimously approved by a 6-0 vote to approve the December 15, 2016, EDTF meeting minutes.
4. **COMMITTEE REPORTS.**

A. Design –

- 1) *Signage Application for 81 Limekiln Pike* – Mr. Kratzer described the awning sign being proposed for 81 Limekiln Pike. The sign will go above the door and will display the address. A backlit sign with a white background was requested for the adjoining 83 Limekiln Pike, but it was deferred until the February meeting. Mr. Kratzer explained that a dark background is preferable to minimize light pollution.

A motion was made by Mr. Kratzer, seconded by Mr. Harmar, and unanimously approved by a 6-0 vote to recommend issuance of a Certificate of Appropriateness for the awning sign at 81 Limekiln Pike.

- 2) *Digital Signage* – Mr. Kratzer suggested the EDTF and the Township look into regulating digital signs in Cheltenham. He said his preference is to outright ban digital signs. Ms. Elliott cautioned that since Pennsylvania municipalities must provide for all lawful uses within their borders – unless they have a regional comprehensive plan with a shared burden agreement – Cheltenham should look into regulations that place limitations on location, size, and display to make sure they go in suitable locations. It was a consensus of the EDTF that exploring the regulation of digital signs be added to its action plan.

B. Liaison Reports

- 1) *Elkins Park East* – Mr. Milbert reported that all stores in the commercial district are now rented. A high-end consignment shop just rented the former spa location on High School Road. A soft opening is scheduled for February. Mr. Milbert said the Creekside Co-Op seems to be busier. Members of the Co-Op also put up money to reduce the \$3M debt down to \$550,000, which will increase its financial stability. A public meeting was also held last week to discuss the revised SEPTA schedule which reduced service to the Elkins Park Train Station.
- 2) *Glenside District* – Mr. Harmar said the Downtown Glenside Community Partnership met to discuss events.

- 3) *East Cheltenham Avenue* – None.
- 4) *Cheltenham Village* – None.
- 5) *Elkins Park West* – Mr. Mirksy reported that the clothing drop off bin was removed.
- 6) *West Cheltenham Avenue* – Mr. Lewis reported that there will be a meeting with legislators next month to discuss the Cheltenham Mall address and zip code. All the stores affected by the proposed Mall renovations closed December 31, 2015. Some of the stores looked for space at Cedarbrook Plaza; however, there is no space available. The former Pathmark store at Cedarbrook is being replaced by a Fresh Grocer (a Shoprite subsidiary). Ms. Elliott reported that she anticipates the land development application will be presented to the Board of Commissioners in February or March for approval.

5. CHAIR'S REPORT.

- A. **Fundraising Letters.** Mr. Lewis presented draft letters requesting donations for various Township events and asked for the EDTF's input on soliciting donations. Mr. Essoka said the Township was not successful in past attempts, but suggested sending the mailer out earlier might yield better results. Ms. Elliott said that in her experience, soliciting donations for Township events is very difficult. It takes personal knowledge of a business owner, specifically one that is civically-oriented; a specific request, i.e. event sponsorship; and a lot of follow through. Blanket letters tend to be ignored. She suggested EDTF members make targeted calls to businesses that have ties to the community, are looking for publicity, or do business with the Township and ask them to sponsor either an entire event or a significant portion of it, so they might take "ownership" of the event. It was a consensus of the EDTF to pursue this avenue. Ms. Elliott said she would gather costs for each of the events. Mr. Essoka asked members of the EDTF to put together a list of potential businesses to solicit.
- B. **Meeting Calendar.** Mr. Lewis asked members if they would support taking the EDTF "on the road," like last year. Mr. Essoka suggested that if this were to happen, EDTF should focus on topics relevant to each community. Ms. Elliott suggested that the best turnout would most likely be for spring and fall dates and enough time should be allowed for legal advertising of the location changes.

6. OLD BUSINESS.

- A. **Update on Draft Zoning Ordinance Review.** Ms. Elliott reported that the Montgomery County Planning Commission (MCPC) has compiled comments on the proposed Zoning Ordinance and will be presenting the matrix and recommended action on each comment at the next few Building & Zoning Committee meetings. A final public comment period will expire on February 1, 2016. The Building & Zoning Committee also asked MCPC to perform a fiscal impact analysis on two properties affected by the proposed MU-3 District. It is unknown how the Board will manage the revision process at this time, but that will be a topic discussed at the next Building & Zoning Committee meeting.

7. NEW BUSINESS.

- A. Membership.** Mr. Lewis stated that the Board will appoint four new members: Ms. Levin, Mr. Labovitz, Ms. Brandeis, and Ms. Poley at their January 20, 2016, meeting. EDTF is a 15-member committee and there are currently three vacancies. Mr. Lewis asked members to think of some good potential candidates for membership.
- B. 2016 Goals, EDTF Role in Business Recruitment and Retention, EDTF Role in Marketing and Business Liaison Model.** Mr. Lewis asked EDTF members to consider these items and bring their suggestions for discussion at the February meeting. Mr. Mirsky suggested the business directory on the Cheltenham website be upgraded to be a better resource for the community. Mr. Kratzer suggested EDTF look into developing a resource for people who are interested in moving their business to Cheltenham that will match them with available properties. Mr. Mirsky said that Upper Dublin hired a consultant to help them with economic development activities. He added that Lower Merion Township received a Community Development Block Grant (CDBG) funding for façade improvements and that the Township should go after businesses that contract with the School District for the gross receipts tax. Ms. Elliott said Cheltenham Township has received CDBG funding for streetscape repairs on John Russell Circle and Cedar Lane in La Mott. It has also received a significant amount of CDBG funding for maintenance and upgrades to the La Mott Community Center over the years. The La Mott census tract is the only census tract in Cheltenham Township eligible for CDBG funding.

Ms. Elliott said she did a bit of research in preparation for the meeting and found several interesting items to note. One of which is that people are choosing to settle in areas that provide “quality of life” amenities and that cost of living is not as important as quality of life factors in choosing a place to live. She asked members of the EDTF to think about the many assets of Cheltenham and how we might be able to develop them into a targeted marketing campaign selling Cheltenham. Ms. Elliott also asked members to consider the types of businesses that work well for Cheltenham to help target its business development plan. It was suggested that the Township had completed a business development and recruitment plan and that members review previous documents to familiarize themselves with work that has already been done. Members of the EDTF asked Ms. Elliott to summarize her findings and ideas for EDTF members to consider at the February meeting.

8. STAFF REPORT.

- A. Easton Road Detour through Glenside.** Ms. Elliott provided EDTF members with an overview of the detour which bans truck traffic over 13 tons from crossing the Montgomery County bridge on Easton Road by Toxany Avenue. She said they will need to use Limekiln Pike to access Easton Road. SEPTA has received an exemption from the detour and the County has encouraged fire companies and the school district to apply for exemptions. The detour is expected to last three years until the bridge can be repaired.
- B. Habitat for Humanity Neighborhood Revitalization Program.** Ms. Elliott said she attended a meeting of the Montgomery County Consortium in which the Habitat for Humanity Executive Director provided the membership with a presentation of the different programs they offer, including a Critical Home Repair program and a Neighborhood Revitalization program. She thought these programs might be an avenue

for EDTF to pursue to help improve some areas of the community. There have been several residents in Cheltenham who have already benefitted from the Critical Home Repair program – outside of the Township’s involvement. She will provide more information about the programs for EDTF to review once she receives it from Habitat.

9. **CITIZENS’ FORUM.** – None.

10. **ADJOURNMENT.** There being no further business, Mr. Lewis adjourned the meeting at 8:23 p.m.



Bryan T. Havir, Township Manager

Submitted by: Alyson Elliott



Meeting Attendance Sheet

Economic Development Task Force



Tuesday, January 19, 2016, 7:00 P.M.

Curtis Hall & Arboretum
1250 West Church Road | Wyncote, PA 19095

(Please Print Clearly)

No.	Name	E-mail or Other Contact Info, if desired	Member (Y/N)
1	Dwight Lewis		✓
2	Ken Mirsky		✓
3	Jonathan Essoka		✓
4	Fred Milbert		✓
5	David Kratzer		✓
6	Charley Harmar		✓
7	Judah Labovitz		
8	Joan Brandeis		
9	Rita Rosen Polcy		
10	Alyson Elliott		
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TOWNSHIP OF CHELTENHAM, MONTGOMERY COUNTY, PENNSYLVANIA
BUILDING PERMIT APPLICATION

PERMIT NO. _____

Monica Parcel # 31-00- _____ Zoned _____ Block _____ Unit _____

To the Township Manager:

This is to certify that I have examined the within detailed statement, with a copy of the plans relating thereto, and find them to be in accordance with the provisions of the Cheltenham Township Building Code; accordingly they have been approved and entered in the records.

Building Inspector Signature: _____ ADA Control # _____

This permit is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, regulating the construction and use of the buildings, and may be revoked at any time upon violation of any provisions of said ordinances.
If this application is in the floodplain, then all required information must be supplied prior to approval.

Submittal Date _____ Cost \$ _____ Fee \$ _____ Check No. _____ Cash _____

PROPERTY IN FLOODPLAIN AREA	YES <input type="checkbox"/>	FP ZONE:	FEMA FP MAP/PANEL ID:
	NO <input type="checkbox"/>		
(IF ANSWER TO THE ABOVE IS YES, ITEM 17 MUST BE COMPLETED)			

The undersigned applies for a permit to construct the following described work

- Give the exact location 83 Limekiln Pk, Glenside
- General description of work Install Awning
- Applicant: Festsigus - Willow Grove As Applicant, your relationship to project is:
 - Property Owner
 - Contractor
 - Architect
 - Other
 Address: 801 Easton Rd, Willow Grove
 Please Print
 Tele. Nos. Business 215-830-9960
 Home _____
 Cell 610-930-8053
 FAX 215-830-9963
 Email Bob.McCune@festsigus.com
 Type of Construction _____
 Type of Structure _____
 Use & Occupancy Classification _____
- Property Owner: Maura Eujen - Lombard Address: 83 Limekiln Pk Glenside
 Please Print
 Tele. No. 215-885-2065 Fax
- Architect / Engineer _____ Address _____
 Please Print
 Tele. No. _____ Fax _____
- Contractor or Builder: Festsigus - Willow Grove Address: 801 Easton Rd, Willow Grove
 Please Print
 Tele. No. 215-830-9960 fax 215-830-9963
- What is the present building used for? Tailor - Dry Cleaner
- If new building or new addition, what will it be used for? _____

9. Upon what kind of soil will any new foundation be laid? _____

10. Is the present building occupied? YES NO

If NO, provide date last vacated _____
If NO, provide water meter/billings for last quarter occupied _____

ARE EDU'S REQUIRED YES NO

REMARKS: _____

11. List all contractors/sub-contractors. Copies of Workers' Compensation or Exemption must be included with application. All sub-contractors must be registered in Cheltenham Township before applying for a permit. His/her permit application must be signed by the registered contractor and must be submitted with and as part of a complete building permit application submission.

a. Plumbing
Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

b. HVAC:
Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

c. Electrical
Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

d. Excavation
Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

e. Concrete
Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

f. Masonry
Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

g. Drywall
Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

h. Fire Protection
Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

i. Other:
Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

12. Approximate Start Date 2/15/16 Approximate Completion Date 2/16/16

13. Estimated Cost \$ 12,240.50 Permit Fee \$ _____

(Estimated Cost should be for building portion only, not to include any sub-contractor costs as they are separate permit applic)
(Must include labor and all material regardless of who purchased materials)

14 Area of New impervious Surfaces. (Structures Paving, Sidewalks, etc) _____

15 **NOTES:**

- PLEASE NOTE THAT STATE LAW REQUIRES YOU TO CONTACT THE PENNSYLVANIA ONE CALL SYSTEM @ 1-800-242-1776 AT LEAST THREE (3) WORKING DAYS PRIOR TO ANY DIGGING OR EXCAVATION ACTIVITIES EITHER WITHIN THE STREET RIGHT OF WAY OR ON PRIVATE PROPERTY TO ALLOW UTILITY COMPANIES TO LOCATE AND MARK THEIR UNDERGROUND FACILITIES.
- **PLEASE NOTE THAT TWO (2) WORKING DAYS NOTICE MUST BE GIVEN FOR ANY INSPECTIONS.**
- This is the Application for Permit for Additions, Alterations, Roofing, Siding, Repairs, Razing, Removal or Tearing down of any building or part of same, the Erection, Removal or Alteration of Awnings, Signs or Billboards, etc.
- **FILE WITH APPLICATION**
 - Two copies of all construction plans (existing and proposed)
 - All sub-contractor permit applications that are part of this building permit application
 - Workers' Compensation Insurance w/Cheltenham Township named as certificate holder or a notarized exemption form for each person(s) working on the job site not covered by Workers' Comp
- All sub-contractors must be currently registered in Cheltenham Township in order to apply for a building permit
- There is a 30-day period after the issuance of a building permit during which time an aggrieved person may file an Appeal to contest the approval of the permit by a Municipality. Applicants that begin construction during the 30 day appeal period do so at their own risk.
- **NOTICE TO TAXPAYERS** - UNDER THE PROVISIONS OF ORDINANCE NO. 2022-02, YOU MAY BE ENTITLED TO A PROPERTY TAX ABATEMENT ON YOUR CONTEMPLATED ALTERATION OR NEW CONSTRUCTION. AN APPLICATION FOR ABATEMENT MAY BE SECURED FROM THE OFFICE OF ENGINEERING, ZONING AND INSPECTIONS, AND MUST BE FILED WITH SAME, AT THE TIME A BUILDING PERMIT IS ISSUED.

16 Does the applicant agree that all provisions of the Cheltenham Township Building Code will be complied with, whether specified herein or not?

YES NO

Further, does the applicant certify that he/she is the owner of record of the named property or that the proposed work is authorized by the owner of record and that he/she has been authorized by the owner to make this application as his/her authorized agent. In addition, if a permit for work described in this application is issued, he/she agrees that the authorized code official or that official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

YES NO

APPLICANT SIGNATURE *[Signature]* DATE 1/5/16

PROPERTY OWNER SIGNATURE *[Signature]* DATE 1/5/16

PERMIT FEE SCHEDULE: PERMIT FEES ARE BASED ON THE COST OF THE WORK FOR WHICH THE PERMIT IS BEING APPLIED FOR. THIS COST SHOULD INCLUDE ALL MATERIALS AND LABOR. THE COST IS THEN ROUNDED UP TO THE NEAREST THOUSAND \$ AND FEES ARE CALCULATED AS FOLLOWS: 1ST THOUSAND \$ = \$39.00 WITH EACH ADDITIONAL THOUSAND \$ = \$20.00 OR 2% OF THE TOTAL COST + A ONE TIME CHARGE OF \$19.00.

UPON APPROVAL AND PAYMENT OF ALL APPLICABLE FEES, THE APPLICANT WILL RECEIVE A PERMIT PLACARD WHICH IS TO BE POSTED AT THE WORK SITE ALONG WITH A SET OF APPROVED DRAWINGS. THE APPLICANT WILL ALSO BE GIVEN A LIST OF REQUIRED INSPECTIONS THAT WILL BE PERFORMED BY A TOWNSHIP INSPECTOR.

Hubert, Heather

From: Bob McCoun <Bob.McCoun@fastsigns.com>
Sent: Tuesday, January 05, 2016 4:51 PM
To: Hubert, Heather
Subject: Permit for 83 Limekiln Pk, Glenside
Attachments: 83 Limekiln Awning Permit.pdf, 34951_Prince-Tailors_Awning-White.jpg; 20151106_102835.jpg

Heather,

Attached is the proof that we have approval for from our client. The dimensions of the awning are as follows.

A - 72.5"w x 40"h x 48"p
B - 380"w x 40"h x 36"p
C - 143"w x 40"h x 16"p

I spoke to my client regarding the background color of the awning and she was confused that white would not be allowed considering the sign that was originally up there was mostly white and the pylon sign for the dry cleaner across the street is a great deal of white background. She would like to see if the way we have is proofed will be allowed on those reasons.

Please let me know if you need anything else.

Thanks,

Bob McCoun | Center Manager | FASTSIGNS Willow Grove

P: 215.830.9960 | C: 610.930.8053 | bob.mccoun@fastsigns.com

WE MOVED!

FASTSIGNS® of Willow Grove

NEW TEMPORARY LOCATION

801 Easton Road #6, Willow Grove, PA 19090

P: 215-830-9960 | F: 215-830-9963

www.fastsigns.com/186 | [FACEBOOK](#)

CLIENT

Prince Tailors

ESTIMATE NO.
44123456

INVOICE NO.
186- 34951-01

JOB OVERVIEW

Awning

SPECIFICATIONS

Custom manufactured awning with
1"x1" square tube welded frame
and backlit fabric graphic

PROOF NUMBER

4

BE ADVISED:
First and second
proofs complimentary.
Further proofs will be billed
at \$15.00 minimum each.

THIS DRAWING IS THE PROPERTY OF FASTSIGNS WILLOW GROVE.
THE BORROWER AGREES IT SHALL NOT BE PRODUCED,
COPIED OR EXPOSED OR DIRECTLY OR INDIRECTLY, NOR
USED FOR ANY PURPOSE WITHOUT PERMISSION FROM FASTSIGNS.

C



Prince Tailors
Custom Alterations for Men and Women - Dry Cleaning Services Available

Family Owned and Operated
for over 50 years
Dry Cleaning Services Available

A



Prince Tailors

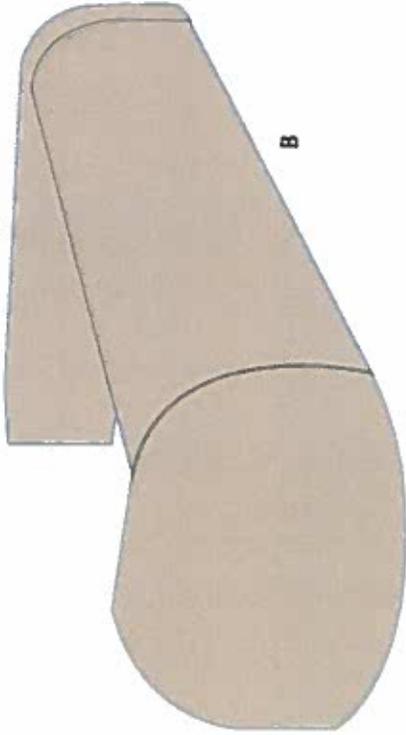
Custom Alterations for Men and Women
Casual Wear • Business Attire • Formal & Bridal • Costume
Fur Clothing, Fur and Leather



Prince Tailors
83 Limekiln Pike - (215) 885-2065

B

C



A

IMPORTANT - PLEASE READ
At FASTSIGNS, we take pride in precision, but the final examination for accuracy is your responsibility. Before giving approval, please examine all proofs carefully for the accuracy information presented, as well as spelling, punctuation, numbers, graphics, colors, and general layout. In the event that we have miscommunicated regarding your original design, we will be happy to provide a second proof free of charge if needed. Thereafter, any further proofs will be billed at \$15.00 minimum each. If further revisions are required after approval has been received, additional charges will be incurred.



FASTSIGNS.

PROOF DATE 01/20/16
DESIGNED BY Sam

186@FASTSIGNS.com www.FASTSIGNS.com/186
1019A Easton Road, Willow Grove, PA 19090 T 215.830.9960 F 215.830.9963



TOWNSHIP OF CHELTENHAM, MONTGOMERY COUNTY, PENNSYLVANIA
BUILDING PERMIT APPLICATION

PERMIT NO. _____

Montco. Parcel # 31-00- 23131004 Zoned C3 Block 125 Unit 031

RECEIVED
FEB 10 2016

CHELTENHAM TOWNSHIP

To the Township Manager:

This is to certify that I have examined the within detailed statement, with a copy of the plans relating thereto, and find them to be in accordance with the provisions of the Cheltenham Township Building Code; accordingly they have been approved and entered in the records.

Building Inspector Signature: _____ ADA Control # _____

This permit is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, regulating the construction and use of the buildings, and may be revoked at any time upon violation of any provisions of said ordinances.

If this application is in the floodplain, then all required information must be supplied prior to approval.

Submittal Date _____ Cost \$ _____ Fee \$ _____ Check No. _____ Cash _____

PROPERTY IN FLOODPLAIN AREA	YES <input type="checkbox"/>	FP ZONE:	FEMA FP MAP/PANEL ID:
	NO <input type="checkbox"/>		
(IF ANSWER TO THE ABOVE IS YES, ITEM 17 MUST BE COMPLETED)			

The undersigned applies for a permit to construct the following described work:

- Give the exact location: 2 Roberts Block Glouster, PA 19038
- General description of work: Replace sign that was previously there

3. Applicant John J. Couray Jr. As Applicant, your relationship to project is:
 Please Print
 Address 2 Roberts Block Glouster, PA
 Property Owner
 Contractor
 Architect
 Other Lease
 Tele. Nos. Business 215-313-8472
 Home _____
 Cell _____
 FAX _____
 Email _____
 Type of Construction install sign
 Type of Structure sign
 Use & Occupancy Classification _____

4. Property Owner midgard Properties Address PO Box 2211 Jenkintown, PA 19041
 Please Print
 Tele. No. _____ Fax _____

5. Architect / Engineer _____ Address _____
 Please Print
 Tele. No. _____ Fax _____

6. Contractor or Builder _____ Address _____
 Please Print
 Tele. No. _____ Fax _____

7. What is the present building used for? Restaurant

8. If new building or new addition, what will it be used for? _____

9. upon what kind of soil will any new foundation be laid? _____

10. Is the present building occupied? YES NO

If NO, provide date last vacated. _____
If NO, provide water meter/billings for last quarter occupied. _____

ARE EDU'S REQUIRED YES NO

REMARKS: _____

11. List all contractors/sub-contractors. Copies of Workers' Compensation or Exemption must be included with application. All sub-contractors must be registered in Cheltenham Township before applying for a permit. His/her permit application must be signed by the registered contractor and must be submitted with and as part of a complete building permit application submission.

a. Plumbing:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

b. HVAC:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

c. Electrical:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

d. Excavation:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

e. Concrete:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

f. Masonry:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

g. Drywall:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

h. Fire Protection:

Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

i. Other: Roberts Block LLC - installing ourselves
Name _____ Address _____

Tele. No. _____ Cost _____ Reg. # _____

12. Approximate Start Date ASAP Approximate Completion Date 1 day once approved

13. Estimated Cost \$ _____ Permit Fee \$ _____

(Estimated Cost should be for building portion only, not to include any sub-contractor costs as they are separate permit applic.)
(Must include labor and all material regardless of who purchased materials)

14. Area of New Impervious Surfaces: (Structures, Paving, Sidewalks, etc.)

sign

15. NOTES:

- PLEASE NOTE THAT STATE LAW REQUIRES YOU TO CONTACT THE PENNSYLVANIA ONE CALL SYSTEM @ 1-800-242-1776 AT LEAST THREE (3) WORKING DAYS PRIOR TO ANY DIGGING OR EXCAVATION ACTIVITIES EITHER WITHIN THE STREET RIGHT OF WAY OR ON PRIVATE PROPERTY TO ALLOW UTILITY COMPANIES TO LOCATE AND MARK THEIR UNDERGROUND FACILITIES.
- PLEASE NOTE THAT TWO (2) WORKING DAYS NOTICE MUST BE GIVEN FOR ANY INSPECTIONS.
- This is the Application for Permit for Additions, Alterations, Roofing, Siding, Repairs; Razing, Removal or Tearing down of any building or part of same; the Erection, Removal or Alteration of Awnings; Signs or Billboards, etc.
- FILE WITH APPLICATION:
 - Two copies of all construction plans (existing and proposed)
 - All sub-contractor permit applications that are part of this building permit application
 - Workers' Compensation insurance w/Cheltenham Township named as certificate holder or a notarized exemption form for each person(s) working on the job site not covered by Workers' Comp.
- All sub-contractors must be currently registered in Cheltenham Township in order to apply for a building permit.
- There is a 30-day period after the issuance of a building permit during which time an aggrieved person may file an Appeal to contest the approval of the permit by a Municipality. Applicants that begin construction during the 30-day appeal period do so at their own risk.
- NOTICE TO TAXPAYERS - UNDER THE PROVISIONS OF ORDINANCE NO. 2022-02, YOU MAY BE ENTITLED TO A PROPERTY TAX ABATEMENT ON YOUR CONTEMPLATED ALTERATION OR NEW CONSTRUCTION. AN APPLICATION FOR ABATEMENT MAY BE SECURED FROM THE OFFICE OF ENGINEERING; ZONING AND INSPECTIONS, AND MUST BE FILED WITH SAME, AT THE TIME A BUILDING PERMIT IS ISSUED.

16. Does the applicant agree that all provisions of the Cheltenham Township Building Code will be complied with, whether specified herein or not?

YES NO

Further, does the applicant certify that he/she is the owner of record of the named property, or that the proposed work is authorized by the owner of record and that he/she has been authorized by the owner to make this application as his/her authorized agent. In addition, if a permit for work described in this application is issued, he/she agrees that the authorized code official or that official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

YES NO

APPLICANT SIGNATURE *John J. Conroy* DATE 2/10/16

PROPERTY OWNER SIGNATURE see attached permission letter DATE 10/10/15

PERMIT FEE SCHEDULE: PERMIT FEES ARE BASED ON THE COST OF THE WORK FOR WHICH THE PERMIT IS BEING APPLIED FOR. THE COST SHOULD INCLUDE ALL MATERIALS AND LABOR. THE COST IS THEN ROUNDED UP TO THE NEAREST THOUSAND \$ AND FEES ARE CALCULATED AS FOLLOWS: 1ST THOUSAND \$ = \$39.00 WITH EACH ADDITIONAL THOUSAND \$ = \$20.00 OR 2% OF THE TOTAL COST + A ONE TIME CHARGE OF \$19.00.

UPON APPROVAL AND PAYMENT OF ALL APPLICABLE FEES, THE APPLICANT WILL RECEIVE A PERMIT PLACARD WHICH IS TO BE POSTED AT THE WORK SITE ALONG WITH A SET OF APPROVED DRAWINGS. THE APPLICANT WILL ALSO BE GIVEN A LIST OF REQUIRED INSPECTIONS THAT WILL BE PERFORMED BY A TOWNSHIP INSPECTOR.



MIDGARD PROPERTIES

P.O. Box 2211
Jenkintown, PA 19046
215-222-6798

Roberts Block
2 Roberts Block
Glenside, PA 19038

Attn: Kimberlee Yotley

Re: Permission for Signage for 2 Roberts Block, Glenside PA 19038

Dear Roberts Block:

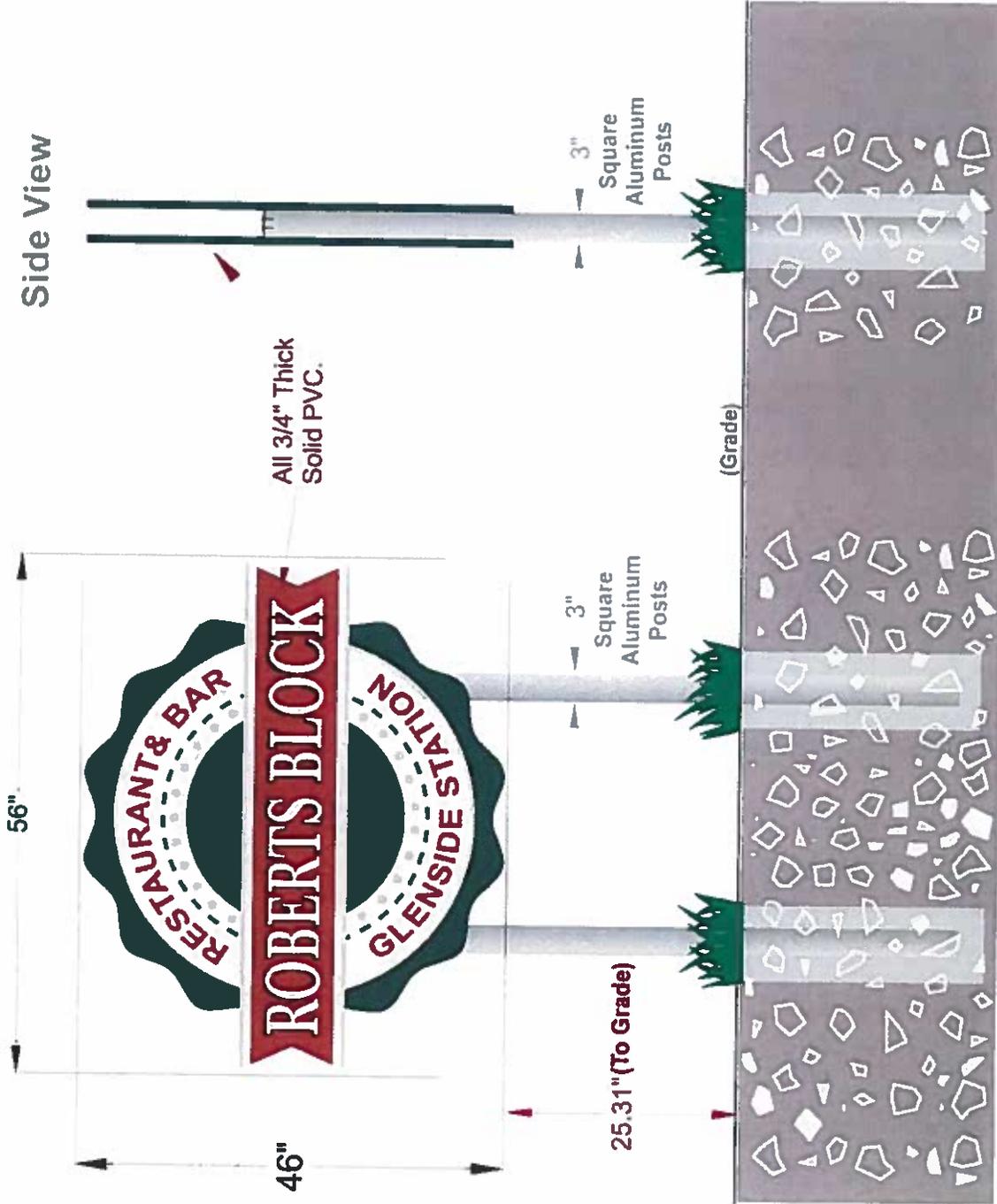
Please be advised that this letter confirms our permission as the Owner of the above referenced property that you the Tenant may have a sign installed on the property upon the approval of Cheltenham Township.

Thank you for your courtesy.

Sincerely,


SJ-Lustig
Midgard Properties

Side View



Excavated Holes & Footings

Notes:

- (2) PVC Single Panel Faces (back-to-back), Decorated with Paint & Hi-Performance Vinyl Applique (as Required to Reproduce Logo).
- Mounted to 3" Sq. aluminum posts, direct burial

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Model : CUSTOM
 Size: 56" x 46" x .75" Thick
 Overall Sq/Ft : 18 (Per Side)
 Date: 2/8/2016
 Scale: As Shown
 Client: Roberts Block

Bright Sign Co., Inc.
 1215 RACE STREET
 PHILADELPHIA, PA 19107
 EST 1927 (M) 215-563-9480 (F) 215-563-9449
 www.brightsignco.com brightsign@ael.com
ARCHITECTURAL ACCENTS & SIGN STRUCTURES



How can your efforts contribute to Sustainable Cheltenham?

Join us for food and a friendly exploration of how we can be sustainable and award winning together!

Rowland
Community Center
400 Myrtle Ave
Cheltenham, 19012

Get-to-Know SUSTAINABLE CHELTENHAM Party

Monday, Feb. 22, 2016 @ 7:30PM
Rowland Community Center
(ENTER from door off REAR LOT)

Is your Township organization aware of Cheltenham's Sustainability Plan and how it applies to your work? The Cheltenham Environmental Advisory Council invites **all** fellow Citizen Committees and other groups to this special party to learn about the plan's 10 SUSTAINABLE GOALS and how your organization can contribute to our mission of ensuring the long-term health and vitality of our community!

**CHELTENHAM
ENVIRONMENTAL
ADVISORY
COUNCIL**

RSVP: Lorna Rosenberg
By February 19, 2016
LSRosenberg28@gmail.com

215-779-1953