

# **East Lampeter Township**

## **Transient Retail Business**

# **Permit Application Packet**

**This entire packet must be completed and returned to the  
East Lampeter Township Police Department.**

The following items must be completed and submitted as part of this application process:

- Page 1: Read and sign verifying that you understand the conditions of the Transient Retail Business ordinance.
- Page 2: Complete the Criminal Record Check.
  - Page 2 requires you to complete and submit a criminal history check through the P.A.T.C.H. system. You **MUST** print a copy of your P.A.T.C.H. criminal record check (Whether you have a criminal record or not, the original printed summary must be submitted). The cost is \$10, you pay this directly to the state through the P.A.T.C.H. website.
- Page 3: Complete the Transient Retail Business Application.
- Submit the \$50 application fee and \$25 for each permit applied for. You will also need to be fingerprinted and photographed.



# EAST LAMPETER TOWNSHIP POLICE DEPARTMENT

2250 Old Philadelphia Pike Lancaster, PA 17602  
Dispatch (717) 664-1180 Toll Free 1-800-957-2677  
Office (717) 291-4676 Fax (717) 291-4671

CHIEF OF POLICE  
John M. Bowman

CAPTAIN  
Stephen Zerbe

## Regulations and General Information: (Please Read Carefully)

1. Any person convicted of a felony or a crime involving moral turpitude shall not be issued a permit.
2. Loudspeakers, horns or noises of any kind are prohibited for use.
3. Photographs and fingerprints will be mandatory for all applicants.
4. A criminal history check will be mandatory for all applicants; any information discovered by the criminal history check will be put on file with the East Lampeter Township Police Department.

(See Pages 2 & 3 for additional information regarding the P.A.T.C.H. Criminal Record Check)

5. Permits must be exhibited in plain view at all times while conducting business.
6. Altering, defacing or transferring permits is strictly prohibited.
7. No applicant may enter any property without first obtaining permission from the owner or person(s) in control of such property.
8. Hours of solicitation shall be between 9:00 a.m. and 8:00 p.m. ONLY. Solicitation on Sundays and Legal Holidays is strictly prohibited.
9. The application fee for a permit to conduct Transient Retail Business is **\$50.00** per applicant - per year. Each permit fee is **\$25.00**. The total for a single permit is **\$75.00** (application & permit).
10. It is unlawful to sell any product or type of product not mentioned in the permit.
11. The issuance of a Transient Retail Business permit IS NOT an endorsement by the Township of East Lampeter or the East Lampeter Township Police Department.

### CERTIFICATION:

I hereby certify that there are no willful misrepresentations or falsifications of facts in the statements made herein or on any other document herein attached. I am aware that should an investigation disclose such misrepresentations or falsifications, I will be disqualified from receiving a permit to conduct transient retail business within the Township of East Lampeter, PA. I shall also adhere to, and I understand, the provisions set forth in the East Lampeter Township Ordinance, *Chapter 13 relating to Transient Retail Business*. ***I also understand that violations of these provisions are punishable by a fine of up to \$600 and, in default of payment of said fine and costs, a term of imprisonment not to exceed 30 days. Each day that a violation of this Ordinance continues shall constitute a separate offense.***

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



# Submitting for Your Own Criminal Record Check

## Criminal Record Check

A criminal record check is required to be completed and submitted to the Pennsylvania State Police using the Pennsylvania Access to Criminal History (P.A.T.C.H.) program. The applicant shall perform a criminal record via the Pennsylvania State Police (P.A.T.C.H) system. This record check can be done directly on the Pennsylvania State Police website.

**The applicant is solely responsible for submitting the appropriate information (and fees) for this Criminal Record Check.** It's findings, whether a criminal record is indicated or not, must be submitted to the East Lampeter Township Police Department, along with the Transient Retail Business application.

## How to get your own criminal record check

You may get a criminal record check by an internet request. This request is done through the P.A.T.C.H. Program (Pennsylvania Access to Criminal History). P.A.T.C.H. accepts Visa, Discover, Master Card and American Express. Results are immediately available. The web site is: <http://www.psp.state.pa.us/patch/site>

**YOU MUST PRINT THE RESULTS and submit the printed results with your completed application. Even if you do not have a criminal record, the results must be printed and submitted with the Transient Retail Business application.**

All of the below listed items must be submitted to the East Lampeter Township Police Department to receive consideration in being issued a permit to conduct Transient Retail Business in East Lampeter Township, Lancaster County, Pennsylvania.

1. Criminal Record Check findings (print out the summary page(s), whether a criminal record is indicated or not, bring the original printed P.A.T.C.H. record)
2. Completed Transient Retail Business application (Page 1 & 4)
3. **Fifty (\$50) dollar application processing fee.**
4. **Twenty-Five (\$25) dollar permit fee for each permit.**

**Once you submit your Criminal Record, completed Transient Retail Business application and appropriate fee, the police will fingerprint and photograph you.**

**After the above requirements are completed, the application will be reviewed for approval. Upon approval, a Transient Retail Business permit will be available for pick up at the police station within three (3) business days.**

# Transient Retail Business Application

This application must be completed for each person wishing to conduct transient retail business in the Township of East Lampeter. PRINT NEATLY

## Applicant's Information:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Other Names Used in the Past (Maiden, Etc.) \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Color of Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Tattoos: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(List location and description, use back as required)

Driver License Number: \_\_\_\_\_ State: \_\_\_\_\_

Last Date Solicited: \_\_\_\_\_ City: \_\_\_\_\_

If Issued, Soliciting Permit Number \_\_\_\_\_ Issued By: \_\_\_\_\_

Next Soliciting Location: City: \_\_\_\_\_ Date: \_\_\_\_\_

Do you have any prior arrests and/or charges: YES \_\_\_\_\_ NO \_\_\_\_\_ Explain: \_\_\_\_\_

Arresting Police Department: \_\_\_\_\_

## Vehicle Information:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Number of Doors: \_\_\_\_\_ License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

Registered Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Organization/Business Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Types of Business/Goods to be sold: \_\_\_\_\_

Soliciting for Funds Only: Yes \_\_\_\_\_ No \_\_\_\_\_

For Official Use Only

# East Lampeter Township Police Department

## Transient Retail Business Permit Procedures

1. Applicant picks up TRB application packet
  2. Applicant completes the TRB application and the signs and dates the Regulations and General information sheet. NOTE: There is a \$50 application processing fee with this process and a \$25 permit fee, for each permit.
  3. Applicant complete the Pennsylvania State Police P.A.T.C. H background check and submits the results of this check along with all other required information.
  4. Required items to be submitted:
    - PATCH Record Check findings (printed criminal history)
    - Completed Transient Retail Business application (Pages 1 & 3)
    - \$50 application processing fee (if applicable)
    - \$25 permit fee (for each permit)
  5. Secretaries charge appropriate fee and issue receipt (Some individuals and organizations are exempt, see Ordinance, Chapter 13, §103 Exceptions).
  6. Secretaries contacts an officer for applicant processing
  7. Officer processes applicant
    - a) Complete one PSP fingerprint card (Have applicant sign it)
    - b) Take one frontal (mug shot type) digital photograph
    - c) Return completed fingerprint card and disk with photograph to secretaries
- + + + **APPLICANT MAY LEAVE THE PD AT THIS TIME** + + +
8. Secretaries complete the CODY IRF report using the badge number of the officer who processed the applicant (use incident classification code 8605)
    - a) Summary must include criminal history findings.  
(If a criminal history is indicated, forward to Chief of Police for disposition)
    - b) Attach digital photograph to CODY report, *via. Disk.*
    - c) Print out digital photograph
    - d) Make TRB permit
    - e) File appropriate paperwork

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April 2013

# East Lampeter Township Police Department

## Transient Retail Business Permit Procedures

1. Applicant picks up TRB application packet
2. Applicant completes the TRB application and the signs and dates the Regulations and General information sheet. NOTE: There is a \$50 application processing fee with this process and a \$25 permit fee, for each permit.
3. Applicant complete the Pennsylvania State Police P.A.T.C. H background check and submits the results of this check along with all other required information.
4. Required items to be submitted:
  - a) Administration Desk- Fees are paid Page 3 is receipted and applicant is directed to police side with the application for completion of process.
  - b) Police Reception Desk Responsibilities:
    - Confirm PATCH Record Check findings (printed criminal history)
    - Completed Transient Retail Business application (Pages 1 & 3)
    - Confirm \$50 application processing fee (if applicable) (receipted from Township)
    - \$25 permit fee (for each permit) (confirm receipted from Township)
    - If for some reason it is determined that additional applicant fees are needed – direct back to township administration side for payment
5. Police Secretaries contact an officer for applicant processing
6. Officer processes applicant
  - a) Complete one PSP fingerprint card (Have applicant sign it)
  - b) Take one frontal (mug shot type) digital photograph
  - c) Return completed fingerprint card and disk with photograph to secretaries

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(If a criminal history is indicated, forward to Chief of Police for disposition)
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April 2013

# Don't Let Storm Water Run Off With Your Time and Money!

## What the Construction Industry Should Know About Storm Water In Our Community

The construction industry plays an important role in improving our community's quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps:

1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention practices to keep construction sites "clean."
3. Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

### Storm Water Permit Requirements for Construction Activity

Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.

Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our community's quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

### What is Storm Water?

Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what are commonly called storm sewers. These are the drains you see at street corners or at low points on the sides of streets. Collectively, the draining water is called **storm water runoff**.



### Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



### An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense,

## **Pollution Prevention Practices:**

- Designated fueling and vehicle maintenance area away from streams.
- Remove trash and litter.
- Clean up leaks immediately.
- Never wash down dirty pavement.
- Place dumpsters under cover.
- Dispose of all wastes properly.

minimizing clean up and maintenance costs, and the impacts to water resources caused by soil erosion during active construction. Erosion controls can reduce the volume of soil going into a sediment control device, such as a sediment trap, therefore, "clean out" frequencies are lower and maintenance costs are less. When possible, divert water around the construction site using berms or drainage ditches.

In addition, use pollution prevention and "good housekeeping measures" to reduce the pollution leaving construction sites as well. This can be as simple as minimizing the pollution source's contact with rainwater by covering it, maintaining a "clean site" by reducing trash and waste, and keeping vehicles well maintained.

## **The Best Laid Plans**

Plans such as erosion and sediment control plans and storm water pollution prevention plans are important tools for outlining the erosion control and pollution prevention practices that you will use to manage storm water runoff prior to breaking ground. Developing good plans allows for proper budgeting and planning for the life of the project. Proper installation and maintenance of erosion and storm water controls is essential to a plan that works. Training for on-site staff helps to ensure the proper installation and maintenance of erosion controls and pollution prevention practices. Inspect controls and management techniques regularly to ensure they are working, especially after storm events. If polluted storm water is leaving the site, you may need to repair or add additional storm water controls.



## **The Bigger Storm Water Picture**

Your community is preventing storm water pollution through a comprehensive storm water management program. This program addresses storm water pollution from construction, but it also deals with new development, illegal dumping to the storm sewer system, and municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our streams is . . . water! Contact your community or the Pennsylvania Department of Environmental Protection for more information about storm water management.

### **For more information:**

Pennsylvania Association of Conservation District's:  
<http://www.pacd.org/default.html>

Pennsylvania Handbook of Best Management Practices for Developing Areas:  
[http://www.pacd.org/products/bmp/bmp\\_handbook.html](http://www.pacd.org/products/bmp/bmp_handbook.html)

Storm Water Manager's Resource Center:  
<http://www.stormwatercenter.net>

Pennsylvania Department of Environmental Protection:  
<http://www.dep.state.pa.us>

