



ZONING PERMIT APPLICATION PACKAGE

A Zoning Permit is required for the following:

- Sheds and outbuildings (prefabricated or site built) which are 400 square feet or smaller.
- Decks in which the floor (walking surface) of the deck is 30 inches or less above the ground.
- Patios and paved terraces.
- Fences.
- Sidewalks or walkways not in the road right-of-way.
- Detached Private Garage which is 400 square feet or smaller.
- Any other item that the Zoning Officer should deem appropriate.

All applications for a Zoning Permit must include the following:

- A completed application with original signature.
- Two (2) copies of a site plan detailing any and all information on the Zoning Site Plan Requirements Sheet that apply to the property. The Zoning Site Plan Requirements Sheet is included in this package.
- Application fee for Residential Uses consistent with current fee schedule.
- Application fee for Non-Residential Uses consistent with current fee schedule.

Should you need further information or have any questions please contact the Planning and Zoning Department at (717) 569-6406 extension 7 or email us at planningzoning@manheimtownship.org.

ZONING SITE PLAN REQUIREMENTS

The following must appear on all site plans:

- Location of all property lines. Include exact length of all property lines and include the size of your lot in square feet.
- Location of all existing buildings and improvements, including but not limited to, residence, driveways, walkways, sheds, decks, patios, porches, swimming pools, garages, hot tubs, and any other outbuildings.
- Location of all proposed projects and other improvements, including but not limited to, driveways, walkways, sheds, decks, patios, porches, swimming pools, garages, hot tubs, and any other outbuildings.
- Exact dimensions, including the area calculations in square feet, of all existing and proposed improvements on the property, including but not limited to, residence, driveways, walkways, sheds, decks, patios, porches, swimming pools, garages, hot tubs, and any other outbuildings.
- Exact dimensions from all existing and proposed improvements to all property lines, including but not limited to, residence, driveways, walkways, sheds, decks, patios, porches, swimming pools, and any other outbuildings.
- Location of all easements on the property, both public and private including the exact dimensions of the easements. (See notes below)
- Location of the 100-year floodplain and the 100 year floodplain elevation, if applicable. Boundaries of the 100-year floodplain must be field staked prior to any on site construction, if applicable. (See notes below)
- Location and dimension of any clear sight triangles on the property. (See notes below)
- Location of all required Manheim Township building setback lines.
- Location of all public street rights-of-way.
- Location of all public streets, including curb and sidewalk, if applicable.
- Location of an on-lot sewage system, if applicable.
- Location of all wetland areas, if applicable.
- Location of all municipal boundaries, if applicable.

NOTES

Any lot which contains a recorded easement or right-of-way MUST have the following note on the site plan.

“Nothing shall be placed, planted, set, or put within the area of the easement that would adversely effect the function of the easement.”

Any lot which contains a 100-year floodplain MUST contain the following note.

“Any proposed improvements to be located within the 100 year floodplain shall be in accordance with the Manheim Township Floodplain Ordinance, as amended.”

Any lot which contains a 100-foot clear site triangle MUST have the following note written on the site plan.

“Nothing shall be placed, planted, set, or put within the area of the 100 foot clear site triangle that has the possibility of growing in excess of 30 inches or may obscure motorist vision.”

Manheim Township Zoning Permit Application



1840 Municipal Drive
Lancaster, PA 17601-4162
Phone: (717) 569-6406 ext. 7
Fax: (717) 560-4183

TYPE OR PRINT CLEARLY IN INK

Date Received _____ Permit # _____

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as an authorized agent and agree to conform to all Manheim Township Ordinances.

Signature of Property Owner or Authorized Agent (Permit Applicant)

Printed Name of Property Owner or Agent

Contact Name _____ Contact Phone (____) _____ ext. _____

Project Address _____ Email _____

Property Owner Information (at time of application) Email: _____

Name _____ Home Number (____) _____
Address _____ Work Number (____) _____
City _____ State _____ Zipcode _____ Cell Number (____) _____
Tenant Name (if applicable) _____ Fax Number (____) _____

Applicant Information Owner Agent Email: _____

Name _____ Home Number (____) _____
Address _____ Work Number (____) _____
City _____ State _____ Zipcode _____ Cell Number (____) _____
Contact Name _____ Fax Number (____) _____

Type of Permit Residential \$50.00 Non-Residential \$70.00 Other \$ _____

Check All That Apply

Will your project require installation of electric, mechanical, or plumbing?
Yes No

Permit #: _____

Shed: Size _____ Square Feet _____ Height _____
 Patio: Size _____ Square Feet _____
 Deck: Size _____ Square Feet _____
How far above grade (in inches) will the walking surface of the deck be _____
 Fence: Height _____
 Sidewalk/Walkway: Size _____ Square Feet _____
 Detached Garage: Size _____ Square Feet _____ Height _____
 Other: Describe what you are doing below.

Description of Work to be Performed: _____

Office Use Only Zoning District: _____ Approved by: _____ Date: _____ Cash _____ Check # _____

Notes: _____