



# Zoning Permit Application Guide

A **Zoning Permit** is required before starting any of the projects listed below.

## Projects That Require a Zoning Permit

You must apply for a zoning permit for:

- **Sheds or other outbuildings** (prefabricated or site-built) **400 square feet or smaller**
- **Detached private garages** **400 square feet or smaller**
- **Decks** where the walking surface is **30 inches or less above the ground**
- **Patios and fences**
- **Driveway expansions**
- **Keeping chickens**
- **Sidewalks or walkways** not located in the public road right-of-way
- **Any other project** the Zoning Officer determines needs review

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## What to Submit With Your Application

All zoning permit applications must include:

- **One (1) completed Zoning Permit Application**
  - Must include an **original signature**
- **One (1) completed Exemption from Stormwater Management Plan Application**
- **Two (2) copies of a site plan**
  - The site plan must meet the requirements listed in this form
  - A Zoning Site Plan Requirements Sheet is included in this package
  - You may contact Planning & Zoning to request a copy of your property's site plan
- **Zoning Permit Application fee**
  - **Residential projects: \$65.00**
  - **Non-residential projects: \$90.00**
- **Exemption from Stormwater Management Plan Application fee**
  - **All projects: \$50.00**
- **Payment method**
  - Cash, check or credit. Invoice will be provided once permit is ready for final approval.
  - Checks payable to: **Manheim Township Commissioners**

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](mailto:planningzoning@manheimtownship.org).

# Zoning Site Plan Requirements

The site plan must be **accurate, complete, and drawn to scale**. Satellite images (such as Google Maps) **will not be accepted**. The site plan is a **bird's-eye view of your property** and must include all applicable items listed below.

## Property Information

- All **property lines**, including:
  - Exact lengths of each property line
  - Total lot size in square feet

## Existing Features

Show the location and dimensions of **all existing structures and improvements**, including:

- House/dwelling
- Driveways and walkways
- Sheds and garages
- Decks, patios, porches
- Swimming pools and hot tubs
- Fences
- Any other outbuildings or impervious surfaces

## Proposed Work

Show the location, size, and dimensions of **all proposed projects**, including:

- Sheds, garages, decks, patios, porches
- Driveways or walkways
- Fences
- Pools, hot tubs, or other improvements

## Measurements Required

- Exact **dimensions and square footage** of all existing and proposed improvements
- Exact **distance from each structure to all property lines**

## Additional Required Information (If Applicable)

- All **easements** (public or private), including dimensions
- **100-year floodplain**, including elevation
  - Floodplain boundaries must be field staked before construction
- **Clear sight triangles** (typically at street intersections)
- Required **building setback lines**
- Public **street right-of-way**
- Public streets, curbs, and sidewalks
- On-lot sewage system
- Wetlands

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## Required Notes on the Site Plan (If Applicable)

Include the following notes **exactly as written** when they apply to your property:

### **Easements or Rights-of-Way**

“Nothing shall be placed, planted, set, or put within the area of the easement.”

### **100-Year Floodplain**

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

### **Clear Sight Triangle**

“Nothing shall be placed, planted, set, or put within the area of the clear sight triangle that has the possibility of growing in excess of 30 inches or overhang lower than 8 feet or may obscure motorist vision.”

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## **Need Help?**

If you have questions or need assistance:

### **Planning & Zoning Department**

 (717) 569-6406 ext. 7

 [planningzoning@manheimtownship.org](mailto:planningzoning@manheimtownship.org)

## Department of Planning and Zoning

1840 Municipal Drive Lancaster, PA 17601-4162

(717) 569-6406

Fax (717) 560-4183

### ZONING PERMIT APPLICATION

#### PRINT CLEARLY

PROPERTY OWNER'S NAME		PHONE NO.	Date: _____		Permit Number: _____
ADDRESS (NO P.O. BOXES)		EMAIL:			
CITY		STATE	ZIP CODE		
PROJECT CONTACT		PHONE NO.			
ADDRESS (NO P.O. BOXES)		EMAIL:			
CITY		STATE	ZIP CODE		
OWNER <input type="checkbox"/>	CONTRACTOR <input type="checkbox"/>	ARCHITECT/ENGINEER <input type="checkbox"/>	TENANT <input type="checkbox"/>	OTHER <input type="checkbox"/>	
TENANT'S NAME (IF DIFFERENT THAN PROPERTY OWNER)		PHONE NO.			
PROJECT ADDRESS:					
<p>"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 I agree to conform to all Manheim Township Ordinances as well as all statutes and regulations of the Commonwealth of Pennsylvania, including compliance by all sub-contractors with the Pennsylvania Worker's Compensation reform Act of 1993."</p> <p><i>Signature of Property Owner or Authorized Agent's (Permit Applicant)</i></p> <p><i>Printed Name of Property Owner or Authorized Agent (Permit Applicant)</i></p>					

#### Check All That Apply

Will your project require installation of electric, mechanical, or plumbing?

Yes  
 No

Shed/Gazebo: Size \_\_\_\_\_ Square Feet \_\_\_\_\_ Height \_\_\_\_\_

Patio: Size \_\_\_\_\_ Square Feet \_\_\_\_\_ Height \_\_\_\_\_

Deck: Size \_\_\_\_\_ Square Feet \_\_\_\_\_ Height \_\_\_\_\_

Driveway: Size \_\_\_\_\_ Square Feet \_\_\_\_\_

Sidewalk: Size \_\_\_\_\_ Square Feet \_\_\_\_\_

Chickens : How Many \_\_\_\_\_ Lot Sq. Ft. \_\_\_\_\_

Fence: Height \_\_\_\_\_

Other: \_\_\_\_\_

#### Description of Work to be Performed:

- The issuance of this permit does not release the applicant from the conditions of any applicable subdivision restrictions, township, state or federal regulations.
- Two site plans and the appropriate fee must be submitted with this application.
- It is the responsibility of the property owner to verify property line boundaries and to ensure site improvements do not encroach on easements, clear site triangles, or other restricted areas.
- All Improvements shall be constructed/placed in accordance with this permit.
- Manheim Township does not attest to the accuracy of the site plan.
- Permit shall become null and void if work is not completed within one year of issue date.
- If no response is received from review comments within 45 days of notification to the contacts listed above, permit will be automatically denied and discarded.
- If paying by check, make checks payable to "Manheim Township Commissioners".

#### FOR OFFICE USE ONLY

#### SIGNATURE OF PLANNING & ZONING OFFICIAL

Zoning District: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ PW:

Residential \$65.00  Non-Residential \$90.00  Cash: \_\_\_\_\_  Check No. \_\_\_\_\_  CC

**Void if Not Validated**

Department of Planning & Zoning  
1840 Municipal Drive  
Lancaster, PA 17601  
717-569-6406  
www.manheimtownship.org



MT Project No.: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Application Fee: \_\_\_\_\_  
CityView Permit No: \_\_\_\_\_

## EXEMPTION FROM STORMWATER MANAGEMENT PLAN APPLICATION

Site Address: \_\_\_\_\_ Lot Size: \_\_\_\_\_  
Applicant: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Owner (if different than Applicant): \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Project Description: \_\_\_\_\_

**PLEASE REVIEW the *Manheim Township Guidelines for Exemptions & Small Project Stormwater Management Plans*, PRIOR TO SUBMITTING THE APPLICATION, for exemption eligibility criteria, site plan requirements, sample documents and submittal instructions.**

### EXEMPTION TYPE:

**Lot was improved with existing structures PRIOR to December 14, 1998, eligible for 1,000 SF exemption:**

- \_\_\_\_\_ Sq ft - Impervious surface credit
- + \_\_\_\_\_ Sq ft - Existing impervious surface coverage installed since December 14, 1998, including impervious surface installed without permitting, if applicable (*the Township can provide this information*)
- + \_\_\_\_\_ Sq ft - Proposed new impervious surface
- = \_\_\_\_\_ **Total square feet of impervious surface coverage** - If the total impervious surface coverage will be zero square feet or less, the project may be eligible for an exemption from stormwater management plan processing.

**Lot was improved with existing structures built AFTER December 14, 1998, with an approved stormwater management plan allocating maximum impervious surface coverage per lot:**

- \_\_\_\_\_ Sq ft - Total impervious surface coverage allocated by approved SWM plan for the lot
- \_\_\_\_\_ Sq ft - Existing impervious surface previously installed under approved SWM plan, including impervious surface installed without permitting, if applicable (*the Township can provide this information*)
- = \_\_\_\_\_ Sq ft of remaining impervious surface allocation "credit"
  
- \_\_\_\_\_ Sq ft of proposed new impervious surface
- \_\_\_\_\_ Sq ft of remaining impervious surface allocation "credit"
- = \_\_\_\_\_ **Total square feet of impervious surface coverage** - If the total impervious surface coverage will be zero square feet or less, the project may be eligible for an exemption from stormwater management plan processing.

- High tunnel (per SWM Ordinance Section 109.1.F.)** – See *Guidelines* for exemption eligibility criteria and application submission information.
- Structure for agricultural activities (per SWM Ordinance Section 109.1.H.)** – See *Guidelines* for exemption eligibility criteria and application submission information.

## EXEMPTION APPLICATION SUBMISSION CHECKLIST:

- Completed and signed Exemption Application
- Completed Zoning Permit or Building Permit Application
- Site plan and any information necessary to support exemption request. The site plan may be prepared using a computer program or by hand but must be contain all existing buildings, structures, and impervious surfaces, dimensions, and proposed impervious surface coverage, and it must be drawn to scale. Plan examples are provided in the [Guidelines](#). **Google Earth or other aerial photographs will not be accepted for the Site Plan.**
- Application Fee: \$50.00 (invoiced at time of Exemption approval)

## Representations:

- A. By making a submission under this Ordinance, the applicant acknowledges and agrees that all documents and other information submitted to the Township pursuant to this Ordinance constitute public records within the meaning of the Pennsylvania Right to Know Law, Act 3 of 2008, as amended, and are therefore subject to review and reproduction upon request in accordance with that Law and applicable Township ordinances and resolutions.
- B. By signing this application, Applicant confirms that they are the responsible party for this plan and project and as such, assumes responsibility for paying to the Township the fees for this project permitted by the currently adopted Township Fee Schedule.
- C. The new impervious coverage from the proposed project will be subtracted from the total square footage eligible for future processing as a Small Project Stormwater Management Plan. This plan will be kept in the property file for this address at the Township office.

### Signatures:

Signature of Applicant:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner (if different from Applicant):

## FOR TOWNSHIP USE ONLY

**REMAINING IMPERVIOUS SURFACE COVERAGE EXEMPTION AFTER CONSTRUCTION OF THIS PLAN:**

SO FT

Approval Date:

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**Signature of Planning & Zoning Official**

COMMENTS: