



## HOME OCCUPATION PERMIT APPLICATION

Please contact the Planning and Zoning Department at (717) 569-6406 extension 7 to determine if your proposed Home Occupation will be considered a minor or major Home Occupation.

All applications for a Home Occupation Permit shall include all of the following information.

### Minor Home Occupation

1. One Home Occupation Application form, signed by the applicant (Must be an original signature).
2. The application fee consistent with the current fee schedule.
3. Two (2) complete copies to include but not limited to the following:
  - Scaled floor plan of the dwelling including the area of the proposed Home Occupation
  - Site plan of the property
    - Floor plans and site plans should be 8.5 X 11.

Please bring to the Municipal Office or mail to the address at the top of the application form the completed application along with all necessary attachments and the appropriate fee.

### Major Home Occupation

1. One Home Occupation Application form, signed by the applicant (Must be an original signature).
2. One Manheim Township Zoning Hearing Board Application form, signed by the applicant (Must be an original signature).
3. The Zoning Hearing Board application fee consistent with the current Fee Schedule.

4. Thirteen (13) complete copies to include but not limited to the following:

- Scaled floor plan of the dwelling including the area of the proposed Home Occupation
- Site plan of the property
  - Floor plans and site plans should be 11 X 17 (preferably)
  - If larger, they must be folded
- Supporting information – detailed explanation of your intentions

5. All attachments should be sorted into packages.

The applicant's case will be assigned a case number and placed on an agenda for a meeting of the Manheim Township Zoning Hearing Board.

Your application must be complete at the time of submittal. Should one or more of the items listed above be incomplete or missing, your applications will not be processed, nor will your applications be given a case number or hearing date. You will be notified to come to the office to correct the information or the application will be returned to you so that you can make the necessary corrections. There will be no exceptions granted for any reason.

If granted Zoning Hearing Board approval a Home Occupation Permit shall be issued to the applicant. Any additions or alterations require application for building permits and associated inspections.

Home Occupation Permits expire every year on December 31<sup>st</sup> and must be renewed. There is a fee consistent with the current fee schedule for this renewal.

Please bring to the Municipal Office or mail to the address at the top of the application form the completed Zoning Hearing Board Application and the completed Home Occupation Permit Application along with all necessary attachments sorted into packages and the appropriate fee.

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).



Department of Planning and Zoning  
1840 Municipal Drive  
Lancaster, PA 17601  
(717) 569-6406 Fax (717) 560-4183

Date Received: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Permit Number: HO \_\_\_\_\_

## APPLICATION FOR HOME OCCUPATION PERMIT

Home Occupation (Check One): New \_\_\_\_\_ Existing \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address, City, Zip: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Address, City, Zip: \_\_\_\_\_

Email (please print clearly): \_\_\_\_\_

Property Location: Subdivision: \_\_\_\_\_ Zoning District: \_\_\_\_\_

### Home Occupation Description

Please provide a detailed description of the proposed Home Occupation: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Days and Hours of Operation: \_\_\_\_\_

Anticipated start of Home Occupation: \_\_\_\_\_

Names of residents of the property involved in the Home Occupation: \_\_\_\_\_

Number of employees that are not residents of the property: \_\_\_\_\_

Total Floor Area of the dwelling, including basement and attached garage: \_\_\_\_\_

Total Floor Area of Home Occupation: \_\_\_\_\_

Describe any proposed alteration (s) or addition (s) related to the Home Occupation: \_\_\_\_\_

Number of off-street spaces located on the property: \_\_\_\_\_

Are your neighbors aware of your current business activity: \_\_\_\_\_

**A scaled floor plan, site plan and sign drawing must be submitted with this application. The floor plan must indicate the area of the dwelling to be used for the operation of the home occupation. The site plan must indicate location of off-street parking spaces.**

Property Owner and Applicant hereby agree to conform to all Manheim Township Ordinances.

Signature of Applicant \_\_\_\_\_

Signature of Owner, if different from Applicant \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

### For Office Use Only

Classification: Minor Home Occupation: \_\_\_\_\_ Major Home Occupation: \_\_\_\_\_

Zoning Hearing Board Case #: \_\_\_\_\_ Zoning Hearing Date: \_\_\_\_\_ Action Taken: \_\_\_\_\_

Permit Approval Date: \_\_\_\_\_ Permit Denial Date: \_\_\_\_\_ Application Reviewed By: \_\_\_\_\_

Business Type: \_\_\_\_\_ Comments: \_\_\_\_\_

## ZONING SITE PLAN REQUIREMENTS

Although Township property files may contain site plans, the Township cannot attest to the accuracy of those site plans. It is your responsibility as property owner/applicant to provide an adequate and accurate site plan including all applicable items listed below. Failure to include all applicable items may delay the processing of your permit.

- ◆ 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 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 clear site triangle that has the possibility of growing in excess of 30 inches or overhang lower than 8 feet or may obscure motorist vision.”