

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



MT Project No.: _____
Date Received: _____
Application Fee: \$ _____
Escrow Deposit: \$ _____
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APPLICATION FOR APPROVAL OF SUBDIVISION/LAND DEVELOPMENT PLAN

The undersigned hereby applies for approval under the Manheim Township Subdivision and Land Development Ordinance of 1998, as amended, for the Subdivision and/or Land Development Plan submitted herewith and described below.

1. **Plan Name:** _____
2. **Project Location:** _____
Tax Parcel (Account) No.: _____ **Total Acreage:** _____
Zoning District(s): _____ **Existing Use:** _____
3. **Application Type:** ☐ Sketch Plan ☐ Preliminary Plan ☐ Final Plan ☐ Revised Final Plan
☐ Lot Add-On Plan/Lot Consolidation Plan
4. **Project Description:** _____

5. **Legal Name of Applicant:** _____
Address: _____
Contact Person: _____ **Phone:** _____ **Email:** _____
6. **Name of Property Owner (if different than Applicant):** _____
Address: _____
Phone: _____ **Email:** _____
(NOTE: If the application is for a Lot Add-On Plan, all property owners must sign the application.)
7. **Name of Consultant:** _____
Address: _____
Contact: _____ **Phone:** _____ **Email:** _____
8. **Water Supply:** ☐ Public ☐ Private **Sewage Disposal:** ☐ Public ☐ On-Lot
9. **Did the plan require Zoning Hearing Board approval?** ____ If yes, date of approval: _____
Describe approval(s) obtained: _____

10. Fees

- A. Fees are calculated based on the currently adopted Manheim Township Fee Schedule, which can be obtained from the Township website or from the Planning and Zoning Department.

Application Fee: \$ _____ Escrow Deposit: \$ _____

Calculations: _____

- B. All Subdivision and Land Development Plan applications shall be accompanied by a non-refundable application fee and an escrow deposit in accordance with the Township Fee Schedule. The application fee is a one-time payment applied toward the Township's costs of administering the plan and is non-refundable. Escrow funds are deposited to cover the costs to the Township of plan review, construction observation, and project closeout activities performed by Township consultants. **Separate checks are required for the non-refundable application fee and the escrow deposit.**
- C. If the escrow funds deposited with the Township are depleted to a level of twenty-five percent (25%) of the original balance and the Township determines that the remaining escrow balance is insufficient to pay the Township's anticipated project costs, the Applicant shall, within fifteen (15) days' notice from the Township, deposit additional funds in an amount sufficient to restore the escrow account to its original level. If the escrow account has become fully depleted, the Applicant must pay the balance due and fully replenish the escrow account. Failure to pay the balance due and/or replenish the escrow account may delay processing of the plan, financial security reductions, and/or project closeout.
- D. All escrow funds deposited with the Township by an Applicant that are not expended by the Township to pay project costs shall be returned to the Applicant at project closeout.

11. 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 he/she/they are the responsible party for this plan and project and as such, assume responsibility for paying to the Township the costs incurred in connection with the project, as permitted by the Township Fee Schedule and the Pennsylvania Municipalities Planning Code.

12. Signatures:

Signature of Applicant or Authorized Agent: _____

Print Name: _____ Date: _____

Signature of Record Property Owner: _____

Print Name: _____ Date: _____

Signature of 2nd Record Property Owner (if Applicable): _____

Print Name: _____ Date: _____