



## ACCESSORY DWELLING UNIT APPLICATION

All applications for an Accessory Dwelling Unit Permit shall include all of the following information.

1. One Accessory Dwelling Unit Application form, signed by the applicant (Must be an original signature).
2. One Zoning Hearing Board Application form (included in this package), 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 proposed Accessory Dwelling Unit
  - 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
  - Restoration Plan in accordance with the Manheim Township Zoning Ordinance (A sample of a Restoration Plan is attached)
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 for a Zoning Hearing Board.

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

In the event the Zoning Hearing Board approves the Accessory Dwelling Unit you must do the following:

1. Any additions or alterations to the property require application for building permits and associated inspections.
2. Completion of and application for Certificate of Use and Occupancy.
3. Schedule an inspection performed by the Manheim Township Code Compliance Department for fire safety issues.

After the Certificate of Use and Occupancy has been issued, an Accessory Dwelling Unit Permit shall be issued to the applicant.

Accessory Dwelling Unit Permits expires every year on December 31<sup>st</sup> and must be renewed. There is a renewal fee in accordance to the current fee schedule.

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.

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 Number: \_\_\_\_\_

## APPLICATION FOR ACCESSORY DWELLING UNIT PERMIT

Accessory Dwelling Unit (Check One): New \_\_\_\_\_ Existing \_\_\_\_\_

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

Property Owner Address: \_\_\_\_\_

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

Lot Size: \_\_\_\_\_ square feet. Email Address: \_\_\_\_\_

### Property Description

Please provide a detailed description of the proposed Accessory Dwelling Unit: \_\_\_\_\_

Number of Accessory Dwelling Unit occupants: \_\_\_\_\_

Name of Accessory Dwelling Unit occupant(s): \_\_\_\_\_

Relationship of Accessory Dwelling Unit occupant to owner of the property: \_\_\_\_\_

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

Total Floor Area of Accessory Dwelling Unit: \_\_\_\_\_

Describe any proposed alterations(s) or addition(s) related to the Accessory Dwelling Unit: \_\_\_\_\_

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

Are your neighbors aware of the proposed Accessory Dwelling Unit: \_\_\_\_\_

**Restoration Plan :** Please provide a Restoration Plan indicating how the Accessory Dwelling Unit will be removed upon discontinuance of use.

**A scaled floor plan, site plan and restoration plan must be submitted with this application. The floor plan must indicate the area of the dwelling to be used for the Accessory Dwelling Unit. The site plan must indicate location of off-street parking spaces. Additional information may be required to insure compliance with Manheim Township zoning regulations.**

Property owner hereby agrees to conform to all Manheim Township Ordinances.

Signature of Property Owner

Print Name

### For Office Use Only

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

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

Comments: \_\_\_\_\_

## 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.”

**APPLICATION FOR APPEAL TO THE  
ZONING HEARING BOARD**



To the Zoning Officer of Manheim Township, Lancaster County, Pennsylvania

**APPLICANT** \_\_\_\_\_ Name \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

**OWNER** \_\_\_\_\_ Name \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

**PROJECT LOCATION** \_\_\_\_\_ **ZONING DISTRICT** \_\_\_\_\_  
Street Address

The lines of bounding street or roadway and the property have been accurately located and staked on ground by \_\_\_\_\_

**TOTAL SQUARE FOOTAGE** \_\_\_\_\_ **NUMBER OF STORIES** \_\_\_\_\_

**STRUCTURE HEIGHT** \_\_\_\_\_ **COST OF NEW CONSTRUCTION \$** \_\_\_\_\_

The undersigned hereby appeals to the Manheim Township Hearing Board for a

Variance

Special Exception

Non-Specified Use

Appeal of Notice of Violation

To Permit \_\_\_\_\_

**THE ZONING ORDINANCE SECTION NUMBER MUST BE INCLUDED IN THE ABOVE DESCRIPTION**

I HEREBY CERTIFY THAT I HAVE BEEN AUTHORIZED BY THE  
OWNER OF MAKE THIS APPLICATION AS THEIR AUTHORIZED AGENT

\_\_\_\_\_ (Owner or Authorized Agent/Date)

**AUTHORIZED AGENT** \_\_\_\_\_ Name \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

AS PER SECTION 2805 OF THE MANHEIM TOWNSHIP ZONING ORDINANCE (2014-21), ALL NECESSARY PERMITS MUST BE SECURED AND THE AUTHORIZED ACTION BEGUN WITHIN ONE (1) YEAR AFTER THE DATE WHEN ACTION BY THE APPELLANT IS AUTHORIZED, AND AUTHORIZED ACTION MUST BE COMPLETED WITHIN TWO (2) YEARS OF SAID DATE. FAILURE TO OBTAIN NECESSARY PERMITS OR COMMENCE WORK WITHIN SUCH ONE (1) YEAR, AUTOMATICALLY RESCINDS ACTION TAKEN BY THE BOARD.

**Attach Site Plan (Examples available upon request)**

**Site Plan must indicate:**

a) Street address and/or lot number	f) Existing & proposed structures/improvements	j) All pertinent dimensions and setbacks
b) Property lines	g) Driveways (existing or proposed)	k) Tax assessment map, block, and lot numbers
c) Street right-of-way lines	h) Easements (utility & drainage)	l) Additional information as needed for review
d) Curbing & sidewalks	i) Floodplain lines (elevations)	
e) Minimum building setback lines		

**FOR OFFICE USE ONLY**

Case No. \_\_\_\_\_ Hearing Date \_\_\_\_\_ Filing Fee \$ \_\_\_\_\_

Approved Date \_\_\_\_\_ Refused Date \_\_\_\_\_

Zoning Officer Signature \_\_\_\_\_

Comments \_\_\_\_\_

## SECTION 2805. FUNCTIONS OF THE ZONING HEARING BOARD

### 1. Variances.

- A. The Board shall hear requests for variances where it is alleged that the provisions of the Zoning Ordinance inflict unnecessary hardship upon the applicant. The Board may by rule prescribe the form of application and may require preliminary to the Zoning Officer. The Board may grant a variance, provided that all of the following findings are made where relevant in a given case:
  - (1) That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property and that the unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of the Zoning Ordinance in the neighborhood or district in which the property is located.
  - (2) That, because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the Zoning Ordinance and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.
  - (3) That such unnecessary hardship has not been created by the appellant.
  - (4) That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare.
  - (5) That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.
- B. In granting any variance, the Board may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of this Zoning Ordinance. In rendering its decision, the Zoning Hearing Board shall consider the following:

### 2. Special Exceptions.

- A. Where the Township Commissioners, in the Zoning Ordinance, have stated special exceptions to be granted or denied by the Zoning Hearing Board pursuant to expressed standards and criteria, the Board shall hear and decide requests for such special exceptions in accordance with such standards and criteria.
- B. The Applicant shall have the burden of proving compliance with the following:
  - (1) The suitability of the property for the use desired.
  - (2) That the proposed use will not have a substantial adverse effect upon congestion of streets and highways or upon traffic levels of service or any hazards arising therefrom. The Board may require the applicant to submit a traffic study prepared by a qualified traffic engineer to satisfy this requirement.
  - (3) That the proposed use will not have a substantial adverse effect on the availability of parking in the immediate area.
  - (4) That the proposed use will not have a substantial adverse effect on existing or proposed public water, public sewer, public transportation, police and fire protection, public recreation, school facilities, and other public organizations and systems.

- (5) That the proposed use will not have a substantial adverse effect on the health and safety of the citizens of the Township when such use may present a danger from fire, explosion, electrocution, pollution, asphyxiation, or other similar dangers.
- (6) That the proposed use will not have a substantial adverse effect upon adjacent properties. Among any other effects on adjacent properties, proposed uses shall not injure or detract from the use or enjoyment or value of the adjacent properties.
- (7) The compatibility of the proposed use with the appearance and general character of the immediate vicinity.
- (8) The compatibility of the proposed use with the Township Comprehensive Plan.
- (9) The proposed use shall be in the best interest of the Township, and for the convenience of the community and shall not adversely affect the general welfare of the community.

C. The Board shall impose such reasonable conditions as it deems necessary to effect the intent and purpose of this Ordinance and to protect the health, safety, and welfare of the citizens of the Township, especially those citizens most directly affected by the proposed use. These conditions may include but are not limited to the following:

- (1) Any promises or representations by the Applicant with respect to its use or development of the property involved.
- (2) Hours of operation.
- (3) Special or additional screening or buffering, including that for solid waste storage areas.
- (4) The design and location of buildings and other structures.
- (5) Restrictions on noise levels, lighting levels, odor, and other potentially noxious effects.
- (6) Restrictions on the distances of the proposed use from adjacent properties and between buildings and structures.
- (7) Restrictions on parking with respect to both number and location of vehicles or spaces.
- (8) Public safety.
- (9) Safeguarding of uses on adjacent properties.
- (10) Health and sanitation.
- (11) Hours for loading and unloading.
- (12) Traffic, street and highway improvements and controls.