



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.
- Detached Private Garage which is 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 Fences.
- Driveway Expansions.
- Chickens.
- Sidewalks or walkways ~ not in the road right-of-way.
- Any other item that the Zoning Officer should deem appropriate.

All applications for a Zoning Permit must include the following:

- ONE completed application with original signature.
- Two (2) copies of a site plan containing ALL information that apply to the property. The Zoning Site Plan Requirements Sheet is included in this package. Contact the Zoning Office for a copy of your property's site plan.
- Application fee for Residential Uses is \$65.00
- Application fee for Non-Residential Uses is \$90.00
- Fees can be paid with either CASH or CHECK.
- Checks to be made out 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.

ZONING SITE PLAN REQUIREMENTS CHECKLIST

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. The checklist below shall be used to ensure all applicable items are included on your site. Failure to include all applicable items may delay the processing of your permit.

- The Site Plan is a **Bird's Eye view** of your property. Showing the outlines of your home, driveway and all out buildings.
- 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, dwelling, 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, fences 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 impervious area.
- 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**.
- 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 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”

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.”



Department of Planning and Zoning

1840 Municipal Drive Lancaster, PA 17601-4162

(717) 569-6406

Fax (717) 560-4183

ZONING PERMIT APPLICATION

PRINT CLEARLY

Date: _____

Permit Number: _____

PROPERTY OWNER'S NAME	PHONE NO.			
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:				

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.

Signature of Property Owner or Authorized Agent (Permit Applicant)

Printed Name of Property Owner or Authorized Agent (Permit Applicant)

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 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