

Department of Planning & Zoning  
1840 Municipal Drive  
Lancaster, PA 17601  
717-569-6406  
[www.manheimtownship.org](http://www.manheimtownship.org)



MT Project No.: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Application Fee: \$ \_\_\_\_\_  
Escrow Deposit: \$ \_\_\_\_\_

**REQUEST FOR PRE-APPLICATION MEETING OR TRAFFIC IMPACT STUDY/SCOPE  
REVIEW BY TOWNSHIP PROFESSIONAL CONSULTANTS**

**Project Name:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Tax Parcel (Account) No.:** \_\_\_\_\_ **Total Acreage:** \_\_\_\_\_

**Zoning District(s):** \_\_\_\_\_ **Existing Use:** \_\_\_\_\_

**Request For:** ☐ Pre-Application Meeting/ Concept Plan Review (*Subdivision/Land Development Plan, Stormwater Management Plan, or Floodplain Study*)

☐ Pre-Application Traffic Impact Study/Scope Review

**Project Description:** \_\_\_\_\_

**Name of Requestor/Responsible Billing Party:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Consultant:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Fees:** Pre-Application Meeting/Concept Plan Review: Application Fee: \$50 Escrow Deposit: \$250

Traffic Impact Study/Scope Review: Application Fee: \$250 Escrow Deposit: \$1,000

The request must be accompanied by an 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 pre-application activity and is non-refundable. Escrow funds are deposited to cover the costs to the Township of the involvement of Township consultants. Separate checks are required for the non-refundable application fee and the escrow deposit.

Escrow funds deposited with the Township that are not expended to pay professional consultant costs will be returned to the Applicant when all related billings have been received. If the pre-application activity results in a Land Development Plan or Stormwater Management Plan submission, any remaining escrow funds can be transferred to the escrow account associated with that plan upon authorization by the Applicant.

**Representations:**

By signing this application, Applicant confirms that he/she/they are the responsible party for this pre-application request, and as such, assume responsibility for paying to the Township the costs incurred in connection with the request.

**Signature of Applicant or Authorized Agent (circle one):** \_\_\_\_\_

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