

Manheim Township, York County

BASIC PROCEDURES FOR OBTAINING ZONING AND CONSTRUCTION PERMITS

A Zoning Permit Application shall be submitted in order to approve the location and use of proposed buildings or proposed additional uses. A Zoning Permit is required prior to a change in use of land or structure; the erection, construction, improvement or alteration of any structure or portion thereof; the alteration or development of any improved or unimproved real estate; the erection or alteration of certain permanent and/or temporary signs. When a Construction Permit is required, a Zoning Permit must be obtained prior to submitting a Construction Permit Application. Applications for both Zoning and Construction Permits are available at the Township Office.

Zoning Permits are required for the following:

- Sheds (this includes prefab sheds, delivered & set-up as well as stick built)
- Swimming Pools – both in ground and above ground styles (fence may also be required)
- New homes, additions to a home or accessory structures
- Decks
- Garages
- Fences
- Signs

No Zoning Permit shall be required for repairs or maintenance of any structure or land, provided that such repairs do not change the use, the exterior dimensions or the structure or otherwise violate the provisions of municipal ordinances. In order to apply for a Zoning Permit, **fill out the entire first page** of the Zoning Permit Application. A site plan showing property lines, existing man made structures, proposed construction, and distances to lot lines must be included. Also, dimensions must be provided for all information on the site plan, and the total construction cost of the project must be included. Depending on the type of work proposed and the location, storm water management guidelines may apply. No Zoning Permit is required to hold a yard sale.

****This sheet is intended to provide general guidance on applications, but we must include a reminder that this is not a complete description of Manheim Township zoning and construction permit requirements – only general guideline for you. We encourage you to contact the municipal office at 717.229.2862, to discuss your plans in advance of any application****

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ZONING PERMIT APPLICATION GENERAL GUIDELINES

- 1) Prepare a site plan containing the following:
 - a) property lines
 - b) street reference(s)
 - c) existing man made features such as:
 - i) well
 - ii) septic
 - iii) easements or rights of way
 - iv) existing buildings
 - v) driveways
 - d) proposed buildings with:
 - i) location
 - ii) size
 - iii) storm water management plans if over 500 square feet
 - iv) erosion / sedimentation control plans (silt fence locations / stabilization plans)
 - v) distance to improvement(s) from property lines
 - vi) proposed use
- 2) Complete only Page 1 of the Zoning Permit Application in its entirety
 - a) Sign the Zoning Permit Application (If someone other than the property owner signs the application, then it must be verified that this person has been designated as your agent.)
 - b) Date the application with the date that the application is submitted to the Township Office.
- 3) Other supporting documents
 - a) Driveway permit - A driveway permit is required when creating a new driveway or paving an existing gravel driveway. The application fee is \$25.00. Application begins with submission of a plot plan showing proposed driveway location and area. Fee payment is expected at time of application. A Penn DOT highway occupancy permit is required for a new driveway connecting to a state road. An application can be obtained from PennDot by calling 717.848.6230.
 - b) Sewage permit for new systems or repairs. Contact Sewage Enforcement Officer William Deal at 717.792.4088
 - c) Well certificate for new home water supplies
- 4) Other helpful information
 - a) The Zoning Officer will review applications for zoning compliance and contact you if changes are necessary for approval.
 - b) A zoning permit will be issued upon payment of the designated fee (amount dependent upon the project scope). The zoning permit will be accompanied by an inspection schedule indicating interim inspections and final inspection requirements.
 - c) The average time to process an application is three (3) to five (5) business days.

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CONSTRUCTION PERMIT APPLICATION GENERAL GUIDELINES

The following items are required to be submitted on or with the construction permit application:

- 1) A site plan as prepared for the Zoning Permit application
- 2) A copy of the Zoning Permit issued by Manheim Township
- 3) The completed construction permit application with the following:
 - a) Property information
 - b) Owner information
 - c) ALL Contractors AND Subcontractors information
- 4) Two sets of construction plans with the following details:
 - a) Footings
 - b) Foundation
 - c) Framing (floors, walls, roof)
 - d) Electrical
 - e) Plumbing
 - f) Mechanical
 - g) Energy (Insulation) compliance
 - h) Roofing

Once complete, construction permit information should be forwarded directly to

Commonwealth Code Inspection Service
40 West 11th Avenue
York, PA 17404
Attn: Pete Schilling
Phone - 717.846.2004

This will start the plan review process for the construction permit. The applicant will be notified if any deficiencies need to be corrected during the plan review. Upon approval of plan review, Manheim Township will contact the applicant to arrange issuance of the construction permit at which time the plan review and inspection fees are collected. Construction permit fees cover all required inspections and the plan review. Average time for construction permit issuance is about seven to ten business days. The completed structure shall not be occupied until the final inspections are complete and approved and a Certificate of Use and/or Occupancy is obtained from Manheim Township.