

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. A Construction Permit is also required for new residential or commercial construction, residential or commercial additions, detached residential accessory structures larger than 1,000 square feet, decks 30 inches or more above grade, all swimming pools deeper than 24 inches and certain other projects subject to the PA Uniform Construction Code. Applications for both Zoning and Construction Permits are available at the Township Office or on or through our website at www.manheimtwpyorkpa.org.

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, obtain a Zoning Permit Application from the municipal office or our website under the link Forms/Applications. A site plan showing property lines, existing manmade structures, proposed use and/or structures, proposed dimensions and distances to lot lines must be included. Estimated total cost of the project and completion date must also be included. Depending on the type of work proposed and the location, storm water management guidelines may apply. See the following page for detailed requirements for site plans and application process.

A Permit is not 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 or uses of land (improvements) with:
 - i) location
 - ii) size
 - iii) distance to improvement(s) from property lines
 - iv) erosion / sedimentation control plans for earth moving activities (silt fence locations /stockpile locations stabilization plans) NOTE: Due to DEP Chapter 102 regulations in late 2010, it is VERY IMPORTANT to define the limits of the disturbed soils. If the **LIMIT OF DISTURBANCE (LOD)** exceeds ONE ACRE, an NPDES permit will be required from DEP.
 - v) storm water management plans for all impervious (roof, driveway, parking) areas. (Note: First 500 sq ft exempt if no impervious area has been added since 2/7/2002 as determined by Manheim Township)
 - vi) proposed use
 - e) Complete Page 1 of the Zoning Permit Application
 - f) 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.)
 - g) Date the application with the date of submission to the Township Office and include the permit fee (\$50, \$150 or \$400 dependent upon the project scope).
- 2) Other supporting documents
 - a) Driveway permit - A driveway permit is required when proposing a new driveway connecting to a street. The application fee is \$25.00. A plot plan showing proposed driveway location and sight distances is needed. A Penn DOT highway occupancy permit is required when proposing 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 Patrick Buhl at 717.356.1733.
 - c) Well certificate for new home water supplies
- 3) Other helpful information
 - a) The Zoning Officer will review applications for zoning compliance and contact you if changes are necessary for approval.
 - b) The average processing time is three (3) to five (5) business days.
 - c) The zoning permit will be accompanied by an inspection schedule indicating interim inspections and final inspection requirements.

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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) The completed construction permit application with the following:
 - a) Property information
 - b) Owner information
 - c) ALL Contractors AND Subcontractors information
- 2) Two sets of construction plans with the following details as applicable:
 - a) Footings
 - b) Foundation
 - c) Framing (floors, walls, roof)
 - d) Electrical
 - e) Plumbing
 - f) Mechanical
 - g) Energy (Insulation) compliance
 - h) Roofing

Both Zoning and Construction applications can be submitted to Manheim Township at the same time. Once Zoning is approved, the Construction application will be sent to CCIS for review. CCIS direct contact information is below.

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 both applications, Manheim Township will contact the applicant to arrange issuance of the permits at which time the application and inspection fees are collected. Construction permit fees cover all required inspections and the plan review. Average time for construction permit issuance is about 7 to 10 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.