

Manor Township Zoning Permit Application (Section 702)
Application Number _____ Application Date _____/_____/_____

1. General Information

Name of Applicant _____
Address _____ City _____ State _____ Zip _____
Telephone # (_____) _____ Cell # (_____) _____ Fax # _____
Name of Landowner of Record _____
Subject Property Address _____
City _____ State _____ Zip _____
Subject Property Zone _____ Account # _____
Contractor's Name _____
Address _____ City _____ State _____ Zip _____
Telephone # (_____) _____ Cell # (_____) _____

2. Building Information

Proposed work will include: New Construction Addition/Alteration Repair Other
Specify _____
Proposed Use: Residence Accessory Building Commercial Business Other/Specify: _____
Total Building Size _____ Sq. Ft. Habitable area _____ Sq. Ft. Width _____ Length _____ Height _____
Garage: Attached Detached None
Basement: Slab Full Partial Crawl Walkout
Foundation: Block Poured Piers Timber Piling
Const. Type: Masonry Wood Fr. Structural Reinforced Other _____
of Units _____ # of Stories _____ # of Bedrooms _____ # of Full Baths _____ # of Partial Baths _____
Fireplace: Yes No
Sewer Type: Public On-Lot *If the project involves adding a bedroom and the property is served by an on-lot disposal system, a system approval letter is needed from Mark Deimler (Manor Township Sewage Enforcement Officer, 717-786-0355).

3. Lot Information

Total lot area _____ Square Feet (1 acre = 43,560 square feet)
Total lot coverage of all impervious surfaces _____ Sq. Ft. _____ % of lot area

MANOR TOWNSHIP
950 West Fairway Drive
Lancaster, PA 17603
Phone: 717-397-4769 * Fax: 717-397-7913



Established in 1740

4. Setbacks

	<u>Required</u>	<u>Provided</u>
Front Yard	_____	_____
Side Yard(s)	_____	_____
Rear Yard(s)	_____	_____

5. General Provisions

Do all accessory uses comply with Section 425-31?	Yes	No
Are driveway or access drive requirements of Sections 425-39 & 425-40 met?	Yes	No
	<u>Required</u>	<u>Provided</u>
Number of Parking Spaces (Section 425-41.S)	_____	_____
Does the parking lot comply to design standards of Section 425-41?	Yes	No
Have landscaping/screening requirements of Section 425-43 been satisfied?	Yes	No

6. Other considerations

Is this property within a Commercial or Industrial Zone? Yes No
(If yes, please attach documentation to satisfy Section 425-129.C of the Zoning Ordinance).

Are there any proposed uses within a Floodplain Zone? Yes No
(If yes, please attach documentation to satisfy Section 425-129.B of the Zoning Ordinance).

Is the proposed use located within the Airport Safety Zone? Yes No
(If yes, please attach documentation to satisfy Section 425-22.D of the Zoning Ordinance).

Has this tract of land been through agricultural preservation or historic preservation?
Yes No (If yes, please attach explanation of current status).

Has the proposed use required approvals for special exceptions, conditional uses and/or variances?
Yes No (If yes, please indicate how applicable conditions are being met).

7. Site Plan

Please attach an accurate sketch of the subject property depicting the size and shape of the lot, the exact location and dimensions of structures, outdoor storage areas, off-street parking and loading spaces, required setbacks, landscaping strips and/or screens, driveways, and access drives, proposed signs, and any other permanent features of the proposed project.

8. Fees

Total Value of construction and improvements \$ _____

Fee for permit application _____

Date received ____/____/____

Cash Check Check # _____

Received by _____ Estimated completion date of project _____

Note: Payment must be submitted with application in order to be processed.

9. Signature

OBLIGATIONS

The Zoning Officer does not guarantee, or in any way give any opinions as to the location or use of an applicant's structure. A zoning permit only reflects conformance of the plan, as applied to zoning laws. The applicant alone bears the responsibility of insuring that his/her lot, structures, and uses there on, do not violate other laws, regulations, or the rights of neighbors and other parties. Applicant acknowledges that he/she has not relied on any oral or written statements of any officer of Manor Township, as to matters other than zoning. I hereby certify that the information submitted in accordance with this specific application is correct, and I further agree to pay for those costs outlined above.

CERTIFICATE OF USE AND OCCUPANCY

As part of this zoning permit, the applicant must also obtain a certificate of use and occupancy prior to use and/or occupancy of any structure, building, sign, land, and/or portion thereof. When the work described in this permit is complete, that applicant shall notify the zoning officer by telephone or mail stating that the site is ready for inspection. Failure to do so shall constitute a violation of the zoning ordinance and shall be subject to all applicable penalties and fines.

(A certification of use and occupancy shall not be issued for structures and buildings located in subdivisions requiring improvement guarantees until the structure or building abuts either a roadway that has been accepted by the Township for dedication or abuts a road upon a street which has been paved with a base wearing course).

Signature of Applicant

Date

IMPORTANT

PROPERTY OWNER AND/OR ANY OF ITS CONTRACTORS ON SITE MUST COMPLY WITH ALL LOCAL ORDINANCES AND ALL LOCAL STATE AND FEDERAL RULES AND REGULATIONS REGARDING STORMWATER.

Worker's Compensation

The Worker's Compensation Reform Act requires all municipalities that issue building and zoning permits to require proof of worker's compensation insurance prior to the issuing of a building and zoning permit to the contractor or to require and affidavit stating that the contractor does not employ other individuals, and therefore is not required to carry workman's compensation insurance.

Non-contractors, such as property owners performing his/her own work, should check under part A of the form below. Worker's compensation insurance coverage is not required by non-contractor applicants.

Contractors must notify their insurer of each municipality in which they will be applying for a permit as a worker's compensation policy certificate holder. Insurers must then notify the municipality within 3 days of the expiration or cancellation of that policy. Upon notification the Township is required to issue a stop-work order to the contractor performing that work. Additionally, if the Township receives notice that a permit holder who has filed for an exception from workman's compensation has subsequently hired employees to perform work under the issued permit, the Township must issue a stop-work order.

All stop-work orders will stay into effect until proper worker's compensation is obtained for all work performed under the zoning/building permit and documentation of such coverage is received by the Township.

- A. Is the applicant a contractor within the meaning of the Pennsylvania Worker's Compensation Law?
 YES (If yes, complete sections B or C as appropriate and D below).
 NO (If no, then please sign and notarize under section D).

B. Insurance Information

Name of Applicant _____ Fed or State EIN # _____
 Name of worker's compensation insurer _____
 Worker's compensation insurance policy number _____
 Policy expiration date _____ *Please attach a copy of the insurance certificate.*

C. Exemptions

Complete section C if the applicant is a contractor claiming exemption from providing workman's compensation insurance.

The undersigned swears or affirms that he/she is not required to provide worker's Compensation insurance under the provisions of the Pennsylvania Worker's Compensation Law for one of following reasons (check applicable);
 Contractor with no employees.

Religious exemption under Worker's Compensation Law.

D. Signature and Notary

Signature of Applicant _____
 Address _____
 City _____ State _____ Zip _____
 Manor Township, Lancaster County

subscribed and sworn before me this
 _____ day of _____ 20_____

 (Signature of Notary)

My commission expires _____

PLOT PLAN

Scale: 1"=50'

- The following shall be shown on this plot plan:
- Size of the lot
 - Location of house on the lot
 - House dimensions
 - Width of each side yard
 - Depth of front yard

