



West Manheim Township, York County

2412 Baltimore Pike
Hanover, PA 17331
Phone: 717-632-0320 Fax: 717-632-2499

CONDITIONAL USE APPLICATION INSTRUCTIONS

- In order for your application to be considered by West Manheim Township it must be submitted to the Township Zoning Officer with all required documentation as per the Township Zoning Ordinance Article 11 Section 1.7 and with all applicable fees. All applicants (Owner or owner authorized) must sign and date the application.
- The filing fee required, \$425.00, must be paid at the time of filing the application. The fee will be returned only if the "APPLICATION FOR CONDITIONAL USE HEARING" is withdrawn within twenty-four (24) hours of submission.
- All materials to be considered at the next regular meeting of the Planning Commission must be submitted with fifteen (15) copies no later than close of business one week prior to the first Thursday of the month.
- Any materials submitted after that time will be held for the following meeting and not be provided to the Commission at the upcoming meeting.
- Applicants should not distribute material to the Commission during a meeting unless it is directly related to the initial presentation of the application.
- The application will remain on the Planning Commission's agenda until such time as the Commission has made its recommendation to the Board of Supervisors.
- Applicants are encouraged to attend each Planning Commission meeting in order to answer questions or address issues concerning their application.
- Applications will be voted on only during the regular Planning Commission meetings.
- Unless otherwise specified by the Board of Supervisors, a Conditional Use which has been approved shall expire if the applicant fails to obtain a zoning permit within twelve (12) months from the date of approval or fails to commence a substantial amount of work within twelve (12) months from the date of approval.

Information required for a Conditional Use Application Submittal: (Refer to Zoning Ordinance Article 11, Section 1.7)

1. Site Plan: Including the location and use of open spaces and structures and other improvements on the lot. Must be drawn to scale of 1 inch = 20 feet for lots less than ½ acre and to scale of 1 inch = 50 feet for larger lots. The north point must be shown on all site plans. For Conditional Use Applications for residential uses, show those acres of a lot or lots that can be built upon, in lieu of actual building placement. All plans must be folded (9" x 12") with application name visible.
2. Ground floor plans and elevations of existing and/or proposed structures (excluding residential structures). All plans must be folded (9" x 12") with application name visible.
3. Names and addresses of adjoining property owners within 500 feet and such others as the Zoning Officer may require.
4. The names, widths, and right-of-ways of abutting streets and highways.
5. Proposed off-street parking and loading areas, access drives, and walks.
6. Additional information as may be required by the Zoning Ordinance.
7. NOTE: Photographs are also very helpful.



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For Township Use Only

Date Application Filed: _____
Fee Paid: \$ _____ Check #: _____
Planning Commission Meeting Date: _____
Board of Supervisors Meeting Date: _____

Conditional Use Application

OWNER INFORMATION

Name of Property Owner: _____ Business Name: _____
Phone: _____ Alternate Phone: _____
Street Address: _____ City, State, Zip: _____

If the applicant is not the legal or record owner of the property, written authorization must be provided by the owner to sign, or proof of equitable ownership must be provided, such as a contract for sale or lease and must be submitted with this application.

APPLICANT INFORMATION (IF NOT THE OWNER)

Name of Applicant: _____ Business Name: _____
Phone: _____ Alternate Phone: _____
Street Address: _____ City, State, Zip: _____

CONSULTANT'S (IF DIFFERENT THAN APPLICANT)

Consultant's Name: _____ Address: _____
City, State, Zip: _____ Phone: _____
Alternate Phone: _____ Email: _____

PROPERTY INFORMATION

Street/Site Address: _____ City, State, Zip: _____
Subdivision Name: _____ Zoning District: _____
Tax Map: _____ Parcel #: _____
Lot Area (Sq. Ft.): _____ Lot Size: Width _____ Depth _____
Type of Use Proposed: _____ Present Use: _____
Front Yard Setback (Ft): _____ Rear Yard Setback (Ft): _____

BRIEF DESCRIPTION OF PROPOSED USE

- Attach scaled drawing (site plan) of the site with sufficient detail and accuracy to demonstrate compliance with all applicable provisions of the Zoning Ordinance. For Conditional Use Applications for residential uses, show those areas of a lot or lots that can be built upon, in lieu of actual building placement.
- Ground floor plans and elevations of any proposed structures (excluding residential structures).
- Attach list of names and addresses of adjoining property owners within 500 feet including properties across a public right-of-way.



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Conditional Use Application

Give a brief explanation of how the proposed use will:

1. Comply with all applicable provisions and be consistent with the purpose and intent of the Zoning Ordinance:

2. Not detract from the use and enjoyment of adjoining or nearby properties:

3. Not substantially change the character of the subject property's neighborhood:

4. Have adequate public facilities available to serve the proposed use (e.i., schools, fire, police, ambulance protection, sewer, water, other utilities, and vehicular access, etc.):

5. Comply with requirements for development, if within the Floodplain Overlay Zone and of the Zoning Ordinance:

6. Not substantially impair the integrity of the Township's Comprehensive Plan:

I hereby certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

Signature *

Date

***If other than the property owner, authorization from the owner to sign must be attached.**