

MANCHESTER TOWNSHIP
Application for RESIDENTIAL Building Permit and Plans Examination

CODE ADMINISTRATORS, INC.

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Lancaster, PA 17601
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MANCHESTER TOWNSHIP

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York, PA 17406
Ph: (717) 764-4646
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APPLICANT must fill out pages 1, 2 & 3 for application to be considered complete along with **THREE (3)** sets of any required construction drawings

**LOCATION
OF PROJECT**

Address _____

Proposed Use _____

Tax Map _____ Parcel # _____ Subdivision _____

**PROPERTY
OWNER OF
RECORD**

Name of Owner _____

Address of Owner _____ City _____

Phone # of Owner _____ State _____ Zip Code _____

E-Mail: _____

**PROJECT
INFO**

☐ New Building ☐ Addition ☐ Alteration ☐ Repair ☐ Demolition ☐ Relocation

☐ Foundation Only ☐ Change of Use ☐ Plumbing ☐ Mechanical ☐ Electrical ☐ Other

Brief Description of Project _____

Cost of Construction _____ Sq. Footage _____

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations. Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

**SIGNATURE
And Date
REQUIRED**

Applicant Printed Name _____

Applicant's Address _____ Phone # _____

Applicant Signature _____ Date _____

E-Mail: _____

FOR OFFICIAL USE BELOW THIS LINE

Permit Number _____ Permit Fee: _____ x \$ _____ = _____ (362.411)

Date Issued _____ Review Fee: _____ x \$ _____ = _____ (362.412)

Permit Type _____ Inspections: _____ x \$ _____ = _____ (362.412)

UCC Applicable - YES NO (if yes add \$4.50 - Education/Program Training Fee (Act 13) = _____ (235.10)

Use Group _____ **TOTAL FEE TO BE COLLECTED**

Construction Plans Submitted _____

PERMIT NUMBER: _____

ADDRESS: _____

MANCHESTER TOWNSHIP

Building Code Official _____

Residential Building Permit Application Page 2
(applicant)

Permit # _____

Contractor Information – may use additional sheets

General
Contractor

General Contractor _____
Address _____
Phone _____ Fax _____ Mobile _____
E-Mail : _____

Framing
Contractor

Framing Contractor _____ Contact # _____
Scope of Work _____

E-Mail: _____

Electrical
Contractor

Electrical Contractor _____ Contact # _____
Scope of Work _____

E-Mail _____

Plumbing
Contractor
(include a fixture
count in scope of work)

Plumbing Contractor _____ Contact # _____
Scope of Work _____

E-Mail: _____ Twp Registration # _____

Heating
Contractor

Heating Contractor _____ Contact # _____
Scope of Work _____

E-Mail: _____

Other
Contractor

Contractor Name _____ Contact # _____
Scope of Work/Type of Work _____

E-Mail : _____

General Zoning Requirements

Principal Structures

Zone	Max. Total Lot Coverage	Max. Building Lot Coverage	Yard Setbacks			Max. Height
			Front	Side	Rear	
Agricultural	40%	20%	50'	50'	50'	35'
Ag – Open Space	60%	40%	30'	15'	30'	35'
Residential Low (RL)	50%	30%	35' *	15'	35'	35'
RL – Open Space	65%	50%	30' *	10'	30'	35'
Residential Medium (RM)	50%	30%	35' *	15'	35'	35'
RM – Open Space	65%	50%	20' *	10'	20'	35'
Residential High (RH)	65%	50%	35' *	15'	35'	35'
Office (O)	70%	40%	35' *	15'	35'	35'
Commercial (C)	70%	40%	35' *	15'	35'	35'
Industrial (I)	70%	60%	20'			50'
Heavy Industrial (HI)	70%	60%	30' *	30'	30'	50'

Other Residential Structures

Structure Type	Yard Setbacks			Max. Height
	Front	Side	Rear	
Accessory	Rear Yard	10'	10'	N/A
One Utility Shed	Rear Yard	3'	3'	8'
Swimming Pool – From Water Line	Rear Yard	10'	10'	N/A
Swimming Pool – Impervious Surface	Rear Yard	5'	5'	N/A
Driveway	N/A	3'	N/A	N/A

* Except along major and minor arterial type roadways as designated in the Comprehensive Plan, then the setback shall be 50'

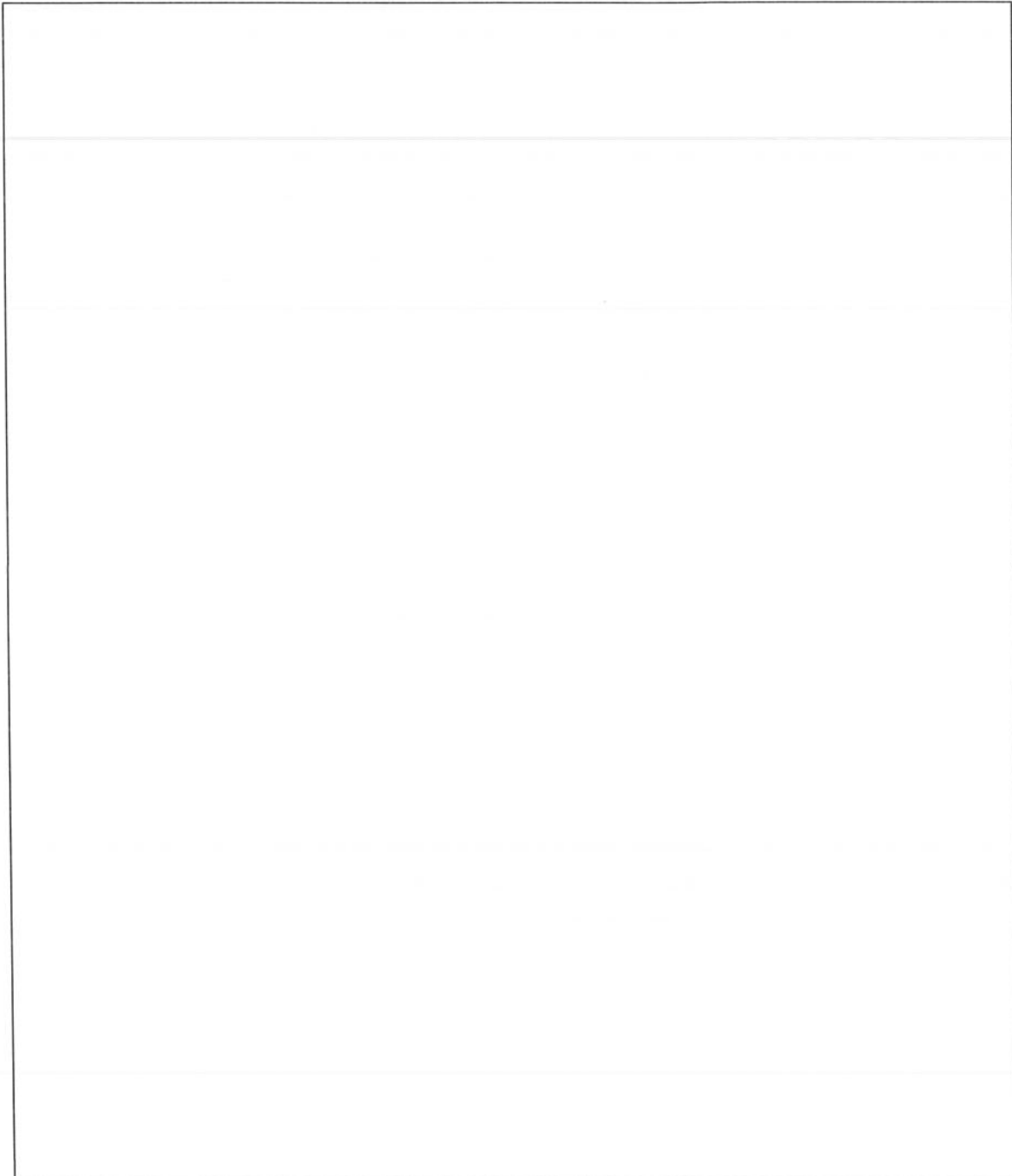
MANCHESTER TOWNSHIP
Residential Building Permit Application Page 3
(applicant)

Permit # _____

Site or Plot Plan (show ALL property lines, ALL existing and proposed structures, dimensions to all property lines, driveway accesses and all other details deemed required)

May supply a separate site plan sheet

Plan scale _____

A large, empty rectangular box with a thin black border, intended for the applicant to draw the site or plot plan. It occupies the majority of the lower half of the page.

MANCHESTER TOWNSHIP

LOT COVERAGE WORKSHEET

Directions: Complete this worksheet after taking accurate measurements of all existing impervious surfaces. All dimensions should be consistent with the attached site plan. If this worksheet is not completed or if information is left off, the Zoning Officer may deny the application or complete the worksheet using aerial photographs, previous building permits and any available site information (which may be inaccurate).

ADDRESS: _____ **PIDN:** _____ **ZONING:** _____

1. **Lot Size (1 acre = 43,560 s.f.)** Lot size can be found on deed or tax assessment paperwork. Multiply the number of acres by 43,560 to obtain the total square feet (s.f.) of the lot.

_____ **ac.** _____ **s.f.**

EXISTING (Indicate dimensions of existing structures/surfaces then multiply the dimensions to obtain s.f.)

2. House	_____	ft	x	_____	ft	_____
3. Attached Garage	_____	ft	x	_____	ft	_____
4. Attached Deck	_____	ft	x	_____	ft	_____
5. Driveway (including stone)	_____	ft	x	_____	ft	_____
6. Sidewalk/Patio	_____	ft	x	_____	ft	_____
7. Detached Garage(s)	_____	ft	x	_____	ft	_____
8. Decking (not attached to house)	_____	ft	x	_____	ft	_____
9. Shed(s) or other accessory buildings	_____	ft	x	_____	ft	_____
10. Pool (including surrounding concrete deck)	_____	ft	x	_____	ft	_____
11. Barn(s)	_____	ft	x	_____	ft	_____
12. Other	_____	ft	x	_____	ft	_____

13. **Total Existing Lot Coverage** (add lines 2-12) _____ **s.f.**

14. **Total % of Existing Lot Coverage** (line 13 divided by line 1, then multiply by 100) _____ **%**

PROPOSED (Identify structure, i.e. addition, deck, garage, etc.)

<u>PROPOSED</u> (Identify structure, i.e. addition, deck, garage, etc.)	<u>Dimensions</u>				<u>Square Feet</u>	
15. _____	_____	ft	x	_____	ft	_____
16. _____	_____	ft	x	_____	ft	_____

17. **Total Proposed Lot Coverage** (add lines 15 & 16) _____ **s.f.**

18. **Total Coverage in s.f. – existing & proposed** (add lines 13 & 17) _____ **s.f.**

19. **Total % Lot Coverage** (line 18 divided by line 1, then multiply by 100) _____ **%**

20. **Total % Lot Coverage permitted** _____ **%**

21. **Total Coverage in s.f. – permitted** (multiple line 20 by line 1) _____ **s.f.**

Lot Coverage is a percentage of the lot area which may be covered with an impervious surface. An **impervious surface** is made of materials which prevent the percolation of water into the ground. These materials include semi-impervious materials such as gravel stone and block. Examples of surfaces that should be included in lot coverage are buildings, driveways, parking areas, sidewalks, concrete pads, swimming pools, etc.

MANCHESTER TOWNSHIP
Residential Building Permit Application Page 4
(Township use only)

Permit # _____

Zoning Review

Lot
Detail

Tax Map _____	Parcel # _____	Zoning District _____
Subdivision _____		Use _____
Front Yard _____	Side Yard _____	Rear Yard _____ Driveway _____
ZHB Action/Decision _____		Date _____
Floodplain Located Within Site _____ Yes _____ No _____ Study Done		
Historic Structure _Yes _No / Airport Hazard _Yes _No / Soil Erosion Plan __Yes __ No		

Notes/
Conditions

NOTE ANY EASEMENTS _____ _____
ARREARS/LEINS/JUDGEMENTS (per Act 90) ____ Yes ____ No _____
PROJECT DESCRIPTION: _____ _____ _____ _____
STIPULATIONS _____ _____ _____ _____ _____
Contractors Insurance Info : Policy # _____ Company: _____ Expiration Date _____

Hwy. Occupancy Permit # _____ Issued _____ Twp. _____ PA DOT _____

Public or On-Site Sewer Permit # _____ Issued _____

Storm Water Permit # _____ Issued _____

Zoning Officer Signature _____ Approval Date _____

PERMIT NUMBER: _____

ADDRESS: _____



MANCHESTER TOWNSHIP

STORMWATER MANAGEMENT PERMIT APPLICATION

If you, as a property owner, are planning any construction, improvement or earth disturbance activity that is deemed by Manchester (Township) to impact the stormwater runoff leaving your property, then you must comply with Stormwater Management Ordinance No. 2022-06. Completion of this form is required for the issuance of all building and zoning permits.

Stormwater Permit# _____

Associated Building/Zoning Permit# _____

Step 1: Complete the Project Information

Property Owner:
Property Address:
Phone Number:
Email Address:

Proposed Improvement (Please provide information regarding size, type, distance from property lines and existing site features, etc. Attach any manufacturer's sheets or other information related to the proposed development):

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Have any other exterior improvements been completed on the property since July 10, 2012? If so, please list the projects and permit numbers: **YES** or **No** (Circle One)

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MANCHESTER TOWNSHIP

STORMWATER MANAGEMENT PERMIT APPLICATION

Step 2: Provide Sketch Plan of Property

The plan must show property lines, existing improvements and proposed improvements, and the square footage of all existing impervious surfaces. Please indicate which direction the property slopes and provide detailed drainage information for proposed improvements (roof breaks, gutters, downspout locations, etc. *(Sample included in the Small Project's Guide).*

☐ Sketch Plan Provided

Step 3: Summarize Proposed Impervious Area

- New Pavement (parking area, driveway, patio) _____ ft²
- New Building (shed, garage, addition) _____ ft²
- Sidewalk or Patio (concrete, brick, pavers) _____ ft²
- Removal of existing impervious area _____ ft²
- Changing the ground surface/cover (clearing a wooded lot, converting a meadow area to yard) _____ ft² (Contact Municipal Engineer)
- Farming activities (not new building or impervious) – If in compliance with Chapter 102, are exempt from formal submission.
- Timber activities – If in compliance with Chapter 102, exempted from formal submission.

Applicant Name:	Date:
Signature:	

Step 4: Confirm permit requirements with Township staff

Municipal Use Only:

- A. Amount of Regulated Impervious Area installed since July 10, 2012, for which fee-in-lieu-of exemption was utilized: _____ ft² (Copy previous permit)
- B. New Regulated Impervious Area to be added _____ ft²
- C. Impervious Area to be removed _____ ft²

TOTAL REGULATED IMPERVIOUS AREA (A + B – C) _____ ft²

Municipal Determination:

☐ Total Regulated Impervious Area is 500 ft² or less.

- Regulated activity may be fully exempt, and a fee-in-lieu-of may be paid.
\$ _____ / ft² regulated impervious area = \$ _____



MANCHESTER TOWNSHIP

STORMWATER MANAGEMENT PERMIT APPLICATION

☐ **Total Regulated Impervious Area is greater than 500 ft² but less than 2,000 ft²**

- Applicant required to manage the stormwater impacts created by the new proposed impervious area. Applicant to use facilities outlined in the Manchester Township Small Projects Guide to achieve required volume reduction. Consultation and review by the Township Engineer will be required if deemed necessary by Township staff. All costs associated with consultation and review by the Township Engineer will be at the expense of the applicant and will be due prior to permit issuance.
- Projects in this area category are exempted from peak rate control and the submission of Stormwater Management Site Plan as long as the proposed improvement is consistent with the Township Small Projects Guide. The applicant may be exempt from installing a stormwater management facility if the project qualifies as a Disconnected Impervious Area as defined in Appendix B of the Ordinance.

☐ **Total Regulated Impervious Area 2,000 ft² or greater**

- Stormwater Management Site Plan is required to be submitted by a qualified professional. Applicant is required to sign and record a Stormwater Operation and Maintenance and Right-Of-Way Agreement as contained in Appendix A of the Stormwater Management Ordinance. This plan will require an engineering and ordinance review by the Township Engineer.
- Regulated impervious areas totaling between 2,000 ft² and 5,000 ft² may still qualify for the peak rate control exemption if the criteria for a Disconnected Impervious Area under Appendix B of the Stormwater Management Ordinance is met. Each 500 sq. ft. of impervious area must flow to a separate flow path of at least 75 linear feet.

☐ **Project Requires Submission of a Land Development Plan**

- Stormwater management approval will be covered under the approval of a Land Development Plan. Approval of stormwater management will follow Township Land Development processes and timelines. This application is not to be utilized for this situation.

Municipal Official

Signature

Date

Step 5: Township Staff Consultation

Review of this form will allow the Zoning Officer to determine what the requirements of the Stormwater Management Ordinance apply to your project. The Zoning Officer will contact you at the phone number or email address indicated above once the internal review has been completed. You may be asked to return to the Township Office to discuss the requirements and finalize the application.



MANCHESTER TOWNSHIP

STORMWATER MANAGEMENT PERMIT APPLICATION

Step 6: Approval (Municipal Use Only)

- ☐ Approved Use of Small Project's Guide
- ☐ Approved Stormwater Management Site Plan (Township Engineer approval received)

Step 7: Property Owner/Applicant Certification

Please read, sign, and date the application below to acknowledge and accept the requirements (including construction requirements and associated administrative items) outlined by the Zoning Officer.

I understand and agree to the following:

1. I will be required to construct all improvements and associated stormwater management facilities in accordance with the approved plans and details.
2. Any exemption, permit, or authorization issued or approved based on false, misleading, or erroneous information provided by an applicant is void without the necessity of any proceedings for revocation. Any work undertaken or use established pursuant to such permit or other authorization is unlawful. No action may be taken by a board, agency, or employee of the Township purporting to validate such a violation.
3. Upon presentation of proper credentials, the Township may enter at reasonable times upon any property to inspect the condition of the stormwater structures and facilities regarding any aspect regulated by this Ordinance.
4. Proper management of stormwater runoff associated with this permit is the responsibility of the property owner.

Applicant Name (Printed)

Signature

Date