

MANCHESTER TOWNSHIP

Application for Residential Building Permit and Plans Examination

CODE ADMINISTRATORS, INC. 1525 Oregon Pike Suite 901 Lancaster, PA 17601 Ph: (717) 859-3350 Fax: (717) 859-3363	MANCHESTER TOWNSHIP 3200 Farmtrail Road York, PA 17406 Ph: (717) 764-4646 Fax: (717)767-1400
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Applicant must fill out pages 1, 2 & 3 in ink for application to be considered complete along with **TWO (2)** sets of required construction drawings and site plan. The original application must be submitted.

The Township does not accept emailed or faxed applications.

LOCATION OF PROJECT	Address _____
	Proposed Use _____
OWNER OF RECORD	Name of Owner _____
	Address of Owner _____ City _____
	Phone # of Owner _____ State _____ Zip Code _____
PROJECT INFO	<input type="checkbox"/> New Dwelling <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Demolition <input type="checkbox"/> Detached Garage
	<input type="checkbox"/> Swimming Pool <input type="checkbox"/> Shed <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Fence <input type="checkbox"/> Other
	Brief Description of Project _____ _____
	_____ Proposed Height _____ 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.

ORIGINAL SIGNATURE REQUIRED	Applicant Printed Name _____
	Applicant's Address _____ Phone # _____
	Applicant Signature _____ Date _____
	Email _____

FOR OFFICIAL USE BELOW THIS LINE

Permit Fee: _____
Review Fee: _____
Permit Number _____
Permit Type _____
Inspections: _____
UCC Applicable - YES NO (if yes add \$4.50 - Education/Program Training Fee (Act 13): _____

TOTAL FEE TO BE COLLECTED

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Building Code Official _____

PERMIT NUMBER: _____

MANCHESTER TOWNSHIP

Residential Building Permit Application Page 2
(APPLICANT)

Contractor Information – may use additional sheets

General Contractor

General Contractor _____
Address _____
Phone/Mobile _____ Email _____

Framing Contractor

Framing Contractor _____ Contact # _____
Scope of Work _____
Phone/Mobile _____ Email _____

Electrical Contractor

Electrical Contractor _____ Contact # _____
Scope of Work _____
Phone/Mobile _____ Email _____

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

Plumbing Contractor _____ Contact # _____
Scope of Work _____
Twp Registration # _____
Phone/Mobile _____ Email _____

Heating Contractor

Heating Contractor _____ Contact # _____
Scope of Work _____
Phone/Mobile _____ Email _____

Other Contractor

Contractor Name _____ Contact # _____
Scope of Work/Type of Work _____
Phone/Mobile _____ Email _____

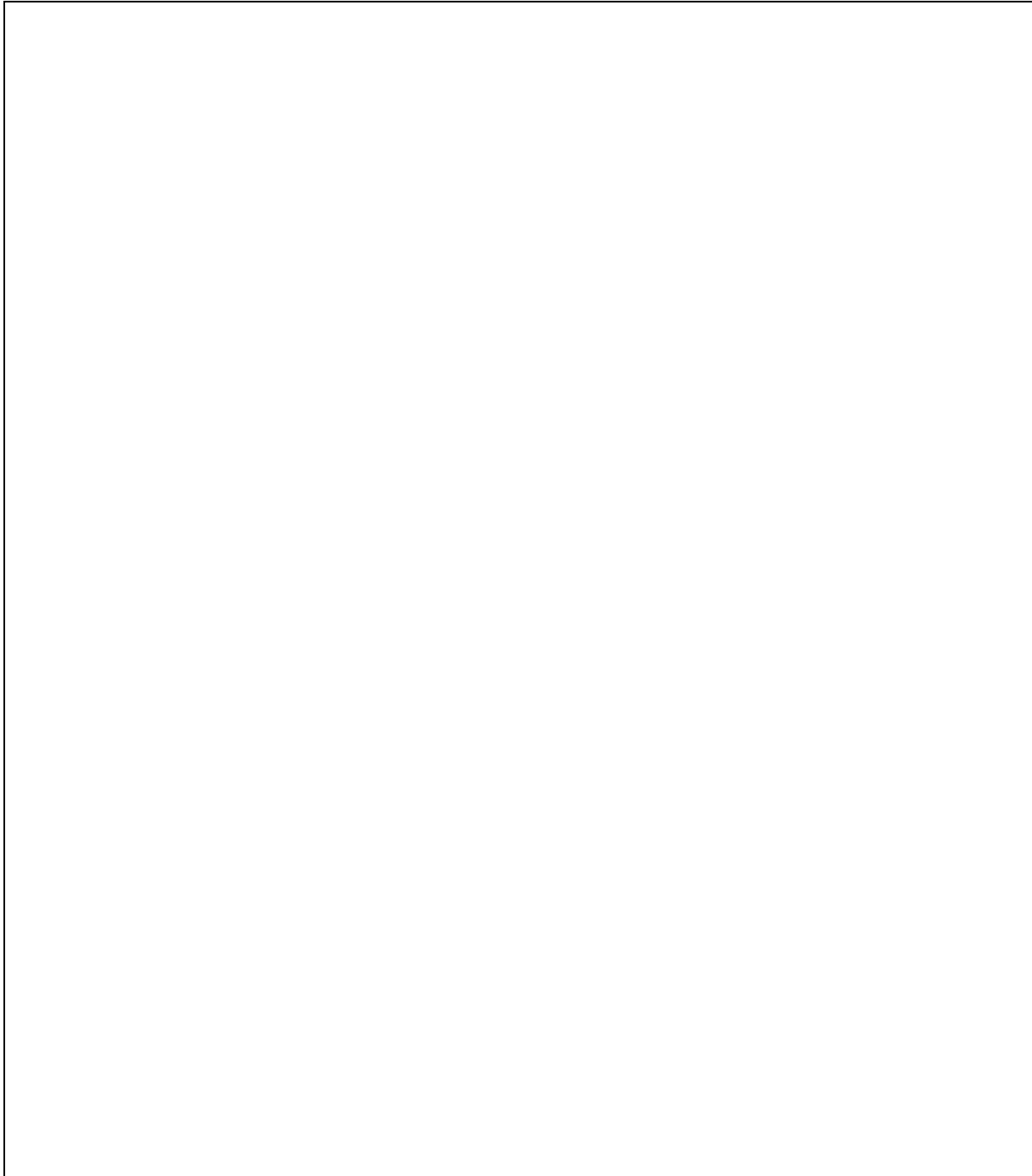
Permit # _____

MANCHESTER TOWNSHIP

Residential Building Permit Application Page 3
(APPLICANT)

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 _____



Permit # _____

MANCHESTER TOWNSHIP

Residential Building Permit Application Page 4

(Township use only)

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

Notes/
Conditions

NOTE ANY EASEMENTS _____

STIPULATIONS _____

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

Public Sewer Permit # _____ Issued _____

On-site Sewage Permit # _____ Issued _____

Storm Water Permit # _____ Issued _____

Zoning Officer Signature: _____

Zoning Approval Date: _____

Permit # _____

THE TOWNSHIP OF MANCHESTER

YORK COUNTY



PENNSYLVANIA

3200 Farmtrail Road York, PA 17406
Telephone: (717) 764-4646 Fax: (717) 767-1400
www.mantwp.com

AUTHORIZATION FORM

I, _____ authorize _____
(Property Owner)

to act as my agent for the purpose of applying for, and obtaining permits related

to my property located at _____
(Property Address)

I understand that this authorization does not relieve me of any responsibilities, or liabilities, as the property owner.

Property Owner: _____ Date: _____

Phone Number: _____ Email 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