

ZONING HEARING BOARD APPLICATION INSTRUCTIONS

1. The "Application for Zoning Hearing" form and the appropriate request form (special exception, variance, or appeal) must be filled in completely. A total of 8 copies of all requested information must be received by and filed with the Township Zoning Officer to obtain a hearing. Applications must be signed, dated, and accompanied by the non-refundable FILING FEE in the amount of \$750.00 *made payable to "East Manchester Township"*. Incomplete submissions will be rejected.
2. Hearings are scheduled for the fourth (4th) Thursday of each month. (with the possible exception of November and December due to Thanksgiving and Christmas days)
The filing deadline is noon of the last business day of the month that proceeds the next month's hearing date.
3. Each application shall be accompanied by the following information:
 - a. A proposed plan showing the size and location of the lot, the location of all existing buildings and proposed facilities including access drives, parking areas, and all streets within 200 feet of the lot. The plan shall indicate the use of each building located within 200 feet of the lot.
 - b. Names and addresses of adjoining property owners and such others as the Zoning Officer may require. A York County GIS map indicating the parcel and adjoining properties is recommended.
4. Each application shall be accompanied by the following information, where applicable:
 - a. Floor plans showing dimensions of rooms and overall structure.
 - b. Drawing and specifications of proposed structure or improvement. Include how applicable construction codes will be met.
 - c. Additional information as may be required by the Zoning Ordinance (chapter 255 of the Code of the Township of East Manchester) *Please note - photographs and additional information may be helpful.*
5. You or a representative (with proper authorization) **MUST** attend the Zoning Hearing Board meeting and be fully prepared to present your case and address all applicable provisions of the Code.
6. If, within six (6) months after approval of an application by the Board, the Applicant fails to either apply for the necessary permits from the Township, or, if required by this or the provisions of Subdivision and Land Development, fails to file a subdivision and/or land development plan for tract pursuant to the decision of the Board, then the action of the Board granting the request of the Applicant shall be and become null and void.
7. Additional costs: A continuance may result in additional costs to the applicant.
A transcript of your hearing can be ordered at your request.