

Tax Map # _____ Parcel # _____

East Manchester Township
ACCESSORY STRUCTURE LAND USE APPLICATION

Application Date: _____ **METHOD TO RECEIVE PERMIT PACKET:** OFFICE _____ MAIL _____ EMAIL _____
(Mail – need self-address stamped envelope) (Payments must be received prior to mail/email option)

Applicant Name: _____ **Telephone #:** _____

Address: _____ **Email:** _____

PROPERTY OWNER INFORMATION - (if different than applicant)

Name(s): _____ **Telephone #:** _____

Address: _____ **Email:** _____

PROPERTY INFORMATION

Address Work is Occurring At: _____

Special Exception/Variance Granted: No Yes (describe) _____

Lot Size: _____ **Corner Lot?** _____ **Flood Zone?** _____ (if yes, submit details including engineer's drawing)

Right-Of-Ways or Easements? _____ **Is your property:** Residential: _____ Non-Residential: _____

OFFICE USE ONLY: Zone: _____ **Max Coverage:** _____ % = _____ sq/ft of _____ sq/ft lot size

TOTAL EXISTING SURFACE ON LOT

Primary Structure: _____ sq/ft

Garage(s): _____ sq/ft

Existing Shed(s): _____ sq/ft

Existing Deck(s): _____ sq/ft **Roofed?** YES or NO

How tall: existing deck(s)? _____ (do not include in total)

Existing Driveway(s): _____ sq/ft

Existing Patio(s): _____ sq/ft

Existing Pool: _____ sq/ft

Impervious Walks: _____ sq/ft

Existing Porch/Misc: _____ sq/ft

TOTAL: _____ **SQ/FT**

IMPROVEMENT INFORMATION

Project Value: \$ _____

Type of Accessory Structure: Shed: _____ Pole Building: _____ Deck: _____ Patio: _____ (pavers, cement, other) Awning: _____
Porch: _____ Stairs: _____ Carport (two or more sides exposed): _____
Garage: _____ Driveway: _____ Other (please describe): _____

Maximum Height of Structure: _____ ft **Foot print of structure:** _____ sq/ft

The Accessory Structure will be: Attached: _____ Unattached: _____

Proposed Use of Accessory Structure: _____

CONTRACTOR/BUILDER INFORMATION (if the owner or applicant is the contractor, just write "self")

Name: _____ **Email:** _____

Address: _____ **Telephone #:** _____

Person in charge of work: _____ **Telephone #:** _____

Note: An updated Certificate of Insurance must be submitted with application to East Manchester Township.

Inspection Agency: Commonwealth Code Inspection Service, Inc. **717-846-2004**

The applicant hereby makes request for a permit under all applicable Codes of the Township of East Manchester and hereby certifies, under the penalties of perjury, that all facts set forth above are true and correct and the actual work will be performed in accordance with the above. All applicable construction must meet Code as defined within Act 45 - PA Construction Code
*****FAILURE TO SUBMIT ANY OF THE INFORMATION REQUIRED WILL RESULT IN AN INCOMPLETE SUBMISSION AND THIS APPLICATION WILL BE DENIED***NO REFUNDS ON ANY ISSUED PERMITS*****

Owner or Owner Agent's Signature

Permit Limitations

-
- This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are no margins, text, or other markings on the page.

Chapter 255. ZONING: Article IV. Supplementary Regulations

§ 255-21. Accessory structures and uses.

[Amended 5-13-2025 by Ord. No. 2025-5]

Accessory structures are permitted in all districts. Accessory structures may be prefabricated and/or prebuilt, except that the unit/structure shall not have been built and titled under the Pennsylvania Vehicle Code, Commonwealth of Pennsylvania. All accessory structures shall conform with the minimum yard regulations established in the zoning districts, except as permitted below. See § 255-28 for additional provisions relating to portable storage units and roll-off dumpsters.

A. Unattached structures accessory to residential buildings. Structures accessory to residential buildings which **are not attached to a principal structure shall not be higher than 25 and may be erected within the required rear or side yard of a principal structure** provided that they conform with the following: [Amended 5-13-2025 by Ord. No. 2025-5]

- (1) Distance from side lot line: **not less than 10 feet from the side lot line.**
- (2) Distance from rear lot line: **not less than 10 feet from the rear lot line.**
- (3) Coverage of rear yard: **not more than 30% of the required rear yard.**
- (4) Utility sheds. **Utility sheds may be placed on nonpermanent foundations no closer than five feet of any side or rear lot line and are otherwise exempt only from the side and rear lot setback requirements of Subsection A(1) and (2).** [Added 9-13-2016 by Ord. No. 2016-3]
Utility shed is an accessory structure that is a fully enclosed, removable structure, accessory to a residential building, and covering less than 200 square feet, used for storing tools, furniture, equipment, and other materials of similar type.

B. Unattached structures accessory to nonresidential buildings. Such accessory structures shall comply with side and rear yard requirements for the principal structure and shall have a minimum rear yard of at least 20 feet. Stormwater facilities shall be treated as structures and shall have a minimum front, side and rear yard of 20 feet.

C. Attached structures accessory to residential buildings. Unenclosed structures accessory to residential buildings which are attached to a principal structure may project into required setbacks, per the applicable zoning district, as follows:

- (1) Uncovered stairs and landings to the main floor, canopies, eaves, porches, decks, patios, awnings, or other architectural features not required for structural support, **may project into the front setback by not more than four feet, and in no event closer than 10 feet to a side lot line or 15 feet to a rear lot line.**
- (2) Fire escapes and uncovered stairs and landings providing access to or from levels above or below the main level of a residential structure may project into the required side or rear setback not more than three feet, but shall not be permitted in the front yard.