

# East Manchester Township LAND USE APPLICATION

Tax Map # \_\_\_\_\_ Parcel # \_\_\_\_\_

**\* NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED.**

**Application Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**PROPERTY OWNER INFORMATION - (if different than applicant)**

**Name(s):** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**PROPERTY INFORMATION**

**Address Work is Occurring At:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_ **Lot Size:** \_\_\_\_\_ **Corner Lot?** \_\_\_\_\_

**Special Exception/Variance Granted:** No Yes (describe) \_\_\_\_\_

**Right-Of-Ways or Easements?** \_\_\_\_\_ **Flood Zone?** \_\_\_\_\_ (if yes, submit details including engineer's drawing)

**Water system:** public \_\_\_\_\_ private \_\_\_\_\_ on-site well \_\_\_\_\_ (attach copy of permit for new construction)

**Sewage system:** public/NEYCSA sewer permit # \_\_\_\_\_ private \_\_\_\_\_  
on-lot sewage permit # \_\_\_\_\_ (attach copy of permit for new construction)

**Is the street along which the proposed work is located?** Paved \_\_\_\_\_ Curbed \_\_\_\_\_ Sidewalk \_\_\_\_\_

**My road is:** Private: \_\_\_\_\_ Township: \_\_\_\_\_ State: \_\_\_\_\_ (attach State Highway Occupancy Permit)

**Slope of Driveway:** \_\_\_\_\_ % (attach plot plan, spot elevation plan, and driveway permit application)

**PROPOSED USE INFORMATION**

**Project Value:** \$ \_\_\_\_\_

**Use:** Residential: \_\_\_\_\_ Addition: \_\_\_\_\_ Alteration: \_\_\_\_\_

**Description:** \_\_\_\_\_

**Proposed: # Family Units:** \_\_\_\_\_ **# Bedrooms/Unit:** \_\_\_\_\_ **# Bathrooms/Unit:** \_\_\_\_\_

**Proposed Maximum: Height:** \_\_\_\_\_ ft **Length:** \_\_\_\_\_ ft **Width:** \_\_\_\_\_ ft **Stories:** \_\_\_\_\_

**Proposed: Dwelling Footprint:** \_\_\_\_\_ **sq/ft Habitable Area:** \_\_\_\_\_ **sq/ft Unfinished:** \_\_\_\_\_ **sq/ft**

**TOTAL SURFACE ON LOT (USED FOR ZONING AND STORMWATER PURPOSES)**

|  |                               |
|--|-------------------------------|
| Primary Structure: _____ sq/ft                 | Driveway(s): _____ sq/ft      |
| Garage(s): _____ sq/ft                         | Patio(s): _____ sq/ft         |
| Shed(s): _____ sq/ft                           | Pool: _____ sq/ft             |
| Deck(s): _____ sq/ft Roofed? YES or NO         | Impervious Walks: _____ sq/ft |
| How tall: deck(s)? _____ (do not include in →) | <b>TOTAL: _____ SQ/FT</b>     |

**FOR OFFICE USE ONLY:**

**Zoning District:** \_\_\_\_\_ **Minimum Lot Area:** \_\_\_\_\_ **Min Setbacks:** Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Sides: \_\_\_\_\_

**Max Coverage:** \_\_\_\_\_ % = \_\_\_\_\_ sq/ft of \_\_\_\_\_ sq/ft lot size

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Person in charge of work: \_\_\_\_\_ Telephone #: \_\_\_\_\_

*Note: An updated Certificate of Insurance must be on file with East Manchester Twp.*

Workers Compensation Company and Policy#: \_\_\_\_\_ Expiration: \_\_\_\_\_

Liability Company and Policy#: \_\_\_\_\_ Expiration: \_\_\_\_\_

Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

**Owner or Owner Agent's Signature**

**Procedure:**

- This application needs to be completed in full.
- Residential:
  - Two sets of plans
  - Driveway Permit Application
  - Plot Plan (Bird's eye view with all details)
  - Spot elevation/storm water management plan if applicable
  - Sewer permit (Contact Northeastern York County Sewer Authority)
    - Or the On lot Sewer permit and if applicable, well permit
      - Contact Gordon Brown and Associates
  - Certificate of Liability for the contractor

