

East Manchester Township NEW CONSTRUCTION APPLICATION

Tax Map # _____ Parcel # _____

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

Application Date: _____

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

Address: _____ **Email** _____

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 (see Zoning Ordinance): Single Family Dwelling: _____ Duplex Dwelling: _____ Other: _____

New structure: _____ **Addition:** _____

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 →)	TOTAL: _____ SQ/FT

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: _____ Email _____

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
 - One electronic copy for zoningofficer@emanchestertwp.com
 - 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

