

SOUTH MANHEIM TOWNSHIP

**3089 Fair Road
Auburn, PA 17922**

**Phone: (570) 754-7375
Fax: (570) 754-4907**

To: All Zoning Applicants

From: Steven Moyer – Systems Design Engineering, Inc.
Zoning Enforcement Officer

Re: Township Zoning Application and Fees

Please return the completed application form, along with the applicable fee, payable to **South Manheim Township** to:

South Manheim Township
Attn: Steve Moyer
3089 Fair Road
Auburn, PA 17922

FEES: \$75.00 non-refundable filing fee, plus \$1.00 per \$1,000.00 of **all** construction costs.

Example:	Filing Fee – Construction	\$75.00
	Cost of Construction - \$50,000	<u>\$50.00</u>
	Total Fees:	\$125.00

***Additional Fees for Stormwater Review may be required. See “Stormwater Packet” for details.

If there are any questions, please call the Township Secretary at 570-754-7375, Monday thru Friday, 9:00 a.m. to 3:30 p.m.

Also, if an appointment with the Zoning Enforcement Officer is needed, please call the above telephone number (Municipal Building) or Steven Moyer (Systems Design Engineering, Inc.) at 610-916-8500 for an appointment. Appointments will be made for Tuesday 8 a.m. to 10 a.m. or Thursday 2:30 p.m. to 4:30 p.m. Times are subject to change.

NOTE: In accordance with Section 1322, this application form shall be submitted by the owner of lessee of any building, structure, or land or the agent of either provided, however, that if the application is made by a person other than the owner or lessee, it shall be accompanied by written authorization from the owner or lessee authorizing the work and designating the agent.

Thank you.

PLEASE NOTE: Please complete the application as accurately as possible. Errors in completion will only delay your Zoning Permit.

**GENERAL PROCEDURES FOR A SOUTH MANHEIM TOWNSHIP
ZONING PERMIT APPLICATION**

NOTE: PLEASE READ THIS INSTRUCTION SHEET CAREFULLY, APPLICATIONS FOUND TO BE INCOMPLETE WILL BE RETURNED TO THE APPLICANT FOR COMPLETION. ALSO, ALL PLOT PLANS AND OTHER REQUIRED DRAWINGS MUST BE SIGNED AND DATED BY THE APPLICANT.

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WHO MUST COMPLY WITH THE TOWNSHIP'S ZONING REGULATIONS (ORDINANCE 79)?

No building, structure, or sign shall be erected, constructed, assembled, extended, reconstructed, replaced, demolished, converted, moved, added to or structurally altered nor shall land, buildings and structures be put to any use or have the use for which they are used changed, without a permit therefore issued by the Zoning Officer. No such permit shall be issued unless there is conformity with the provisions of this Ordinance, except upon written order from the Zoning Hearing Board in the form of a Variance, or upon order from a court of competent jurisdiction.

WHAT INFORMATION MUST BE SUBMITTED IN ORDER TO COMPLY WITH THE SOUTH MANHEIM TOWNSHIP ZONING ORDINANCE?

- A. Complete the attached application.
- B. A map of the lot in question, drawn to scale, indicating the lot area and showing all dimensions of the lot lines and the exact location(s) on the lot of all existing and proposed buildings, fences, signs, structures, and alterations to buildings or structures.
The map must also include: street name(s) and designated number(s) surrounding the property; a "north" arrow; the location, width and purposed of all easements or right-of-ways; location of access drives and parking areas (exact size and location).
- C. A statement indicating the number of dwelling units and/or commercial or industrial establishments to be accommodated within existing and proposed buildings on the lot. In the case of commercial and industrial uses and Home Occupations, the floor area to be devoted to each use shall be indicated.
- D. Method of proposed water supply and sewage disposal and the location of any on-lot facilities.
- E. All other information necessary for the Zoning Officer to determine conformance with and provide for enforcement of this Ordinance.

F. ADDITIONAL SUBMISSION REQUIREMENTS:

- 1. Stormwater management application/ approval in accordance with Ordinance #83. See attached.
- 2. Floodplain development projects require the submission of detailed site plans and structural plans as specified in the zoning ordinance.
- 3. Variance requests require the submission of a variance application provided by the Township Z.E.O.
- 4. New construction or additions to existing sewage systems require the approval of the Township Sewage Enforcement Officer. A copy of the sewage approval letter must be submitted to the Township Z.E.O.
- 5. A copy of all other necessary permits applicable to this project (e.g. Soil Conservation, PA Dot driveway approval, etc.) must be submitted to the Z.E.O.

Only applications which contain all of the necessary information for the Zoning Officer to make a determination as to the conformity to the Zoning Ordinance, and which are accompanied by the required fee, will be considered complete.

SOUTH MANHEIM TOWNSHIP HEIGHT AND BULK REQUIREMENTS

<u>ZONING DISTRICT</u>	<u>MINIMUM LOT AREA</u>	<u>MIN. LOT WIDTH</u>		<u>MAX. BLDG HEIGHT</u>	<u>MINIMUM SETBACK LINE</u>		<u>MIN. SIDE YARD</u>		<u>MIN. REAR YARD</u>	<u>MAX. LOT COVERAGE</u>
		<u>at street line</u>	<u>at setback line</u>				<u>Total</u>	<u>One side</u>		
C-Conservation	5 acres	250 ft	250 ft	35 ft**	50 ft		80 ft**	40 ft**	60 ft**	10%
A- Agricultural										
On-lot sewage Single Family Detached Dwelling	2 acres	150 ft	150 ft	35 ft	30 ft		50 ft	25 ft	30 ft.	25%
Non-Residential Use	2 acres*	150 ft	150 ft	35 ft	40 ft**		50 ft**	25 ft**	40 ft**	25%
R-Rural	2 acres	100 ft	150 ft	35 ft	50 ft		60 ft**	30 ft**	40 ft**	10%
LDR-Low Density Residential										
Non-Residential	2 acres***	100 ft	100 ft	35 ft	25 ft		30 ft	15 ft	35 ft	70%
Single Family Detached Dwelling	2 acres***	70 ft	100 ft	35 ft	25 ft		20 ft	10 ft	10 ft	25%
HDR-High Density Residential	See Zoning Officer or Zoning Ordinance for regulations									
NC-Neighborhood Commercial										
On-lot sewage	2 acres	120 ft	120 ft	50 ft	50 ft		40 ft**	20 ft**	50 ft**	70%
Public sewer	1 acre	120 ft	120 ft	50 ft	50 ft		40 ft**	20 ft**	50 ft**	70%
HC-Highway Commercial										
On-lot sewage	2 acres	120 ft	120 ft	50 ft	50 ft**		40 ft**	20 ft**	50 ft	70%
Public sewer	1 acre	120 ft	120 ft	50 ft	50 ft**		40 ft**	20 ft**	50 ft	70%
I-Industrial										
On-lot sewage	2 acres	120 ft	120 ft	50 ft	50 ft		40 ft	20 ft	50 ft	70%
Public or community sewer	1 acre	120 ft	120 ft	50 ft	50 ft		40 ft	20 ft	50 ft	70%

*unless otherwise specified in zoning ordinance

** except Agricultural accessory structures and uses, which shall be 10 ft.

*** with public water, 1 acre

NOTES:

The minimum distance between highway access points in the NC-Neighborhood Commercial, HC-Highway Commercial and I-Industrial Districts is 150 ft.

See special zoning regulations in the C-Conservation District governing maximum "cleared area" and additional setback regulations at wetland boundaries, surface waters, and flood plain boundaries.

Municipality: South Manheim Township County: Schuylkill Permit No.: _____

Version 01

ZONING PERMIT APPLICATION

A. LOCATION AND OWNERSHIP OF PROPOSED WORK OR IMPROVEMENT

Street and Number: _____ UPI #: _____
Deed Owner: _____ Deed Reference: _____
Owner's Address: _____ Phone #: _____
Zoning District (as shown on ZONING MAP): _____ Email Address: _____
Present Tenant: _____
Has owner consented to proposed work?: ☐ Yes ☐ No

B. PRESENT USE OF LAND

☐ RESIDENTIAL

☐ COMMERCIAL

Present use of structure: _____
Number of Families: _____
Present Building (Description): _____
Present Use of Land: _____
Is any portion of the property located in a FEMA Flood Plain? ☐ Yes ☐ No
Is the site located within a Historic District? ☐ Yes ☐ No

C. PROPOSED WORK OR IMPROVEMENT (Check One)

☐ New Construction ☐ Addition ☐ Interior Alteration ☐ Exterior Alteration
☐ Accessory Structure ☐ Deck
☐ Sign (*Sign application and drawing of sign must be submitted with this application.*)
☐ Change in Use. Present Use: _____ Proposed Use: _____

Describe proposed work: _____

Is the proposed structure or use located in FEMA designated flood plain? ☐ Yes ☐ No

D. PROJECT DIMENSIONS

PLOT DIMENSIONS		BUILDING SETBACKS		BUILDING DIMENSIONS	
Frontage	_____ ft.	Front	_____ ft.	Width	_____ ft.
Depth	_____ ft.	Side A	_____ ft.	Depth	_____ ft.
Area	_____ sq. ft.	Side B	_____ ft.	Height	_____ ft.
Irregular plot	_____	Rear	_____ ft.	Stories	_____

SIGNAGE:

Type: _____
Number: _____ Size: _____ sq. ft.

E. APPLICATION

Application is hereby made for a permit to erect or alter a structure which shall be located as shown on diagram on reverse side of this sheet and/or to use the premises for the purposes described herewith. The information which follows, together with location diagram, is made part of this application by the undersigned. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this applicant, such as might or would operate to cause a refusal of this application, or any change in the location, size or use of structure or land made subsequent to the issuance of this permit, without approval of the Zoning Office, shall constitute sufficient grounds for the revocation of this permit.

Name of Applicant: _____
Address of Applicant: _____
Owner, Lessee or authorized agent for owner of subject property: _____

Applicant's Signature: _____ Date: _____

Fee attached: ☐ Yes ☐ No Check No.: _____

Systems Design Engineering, Inc.
1032 James Drive
Leesport, PA 19533
Phone 610-916-8500; Fax 610-916-8501

F. PLOT PLAN SKETCH

NOTE: The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Property owner and applicant shall not construct or erect structures or encroach into the Municipality's right-of-ways.

G. REFERENCES (OFFICIAL USE ONLY)

Block Plan No.: _____ Certificate of Occupancy No.: _____ Issued: _____
Plan is attached.: ☐ Yes ☐ No Diagram is shown on reverse side of this sheet.: ☐ Yes ☐ No

H. APPLICATION AND DATES OF ACTION TAKEN (OFFICIAL USE ONLY)

Application approved: ☐ Yes ☐ No Date: _____ Zoning Official Signature: _____
If denied, Reason for Denial of Application: _____

NOTE: The applicant has the right to appeal the denial of this application to the Municipality's Zoning Board within 30 days from the date of denial pursuant to procedures set forth in the Pennsylvania Municipalities Planning Code, as amended.

Applied to Board of Adjustment: _____ Date: _____ Appeal: ☐ Yes ☐ No Hearing No.: _____
Special Use of Application: ☐ Yes ☐ No
Board's Decision: ☐ Granted ☐ Denied Date: _____

Order: _____