



West Manheim Township, York County

2412 Baltimore Pike

Hanover, PA 17331

Phone: 717-632-0320 Fax: 717-632-2499

CONDITIONAL USE APPLICATION INSTRUCTIONS

- For any use permitted by conditional use, a conditional use must be obtained from the Board of Supervisors.
- In order for your application to be considered by West Manheim Township it must be submitted to the Township Secretary with all required documentation as per the Township Zoning Ordinance Part 11 Article 27 (270-225) and with all applicable fees. All applicants (Owner or owner authorized) must sign and date the application.
- The filing fee required, \$550.00, must be paid at the time of filing the application. The fee will be returned only if the "APPLICATION FOR CONDITIONAL USE" is withdrawn within twenty-four (24) hours of submission.
- All materials to be considered at the next regular meeting of the Planning Commission no later than close of business one week prior to the first Thursday of the month. Any materials submitted after that time will be held for the following meeting and not be provided to the Commission at the upcoming meeting.
- Applicants are encouraged to attend the Planning Commission meeting in order to answer questions or address issues concerning their application. Applicants should not distribute material to the Commission during a meeting unless it is directly related to the initial presentation of the application.
- The application will remain on the Planning Commission's agenda until such time as the Commission has made its favorable or unfavorable recommendation to the Board of Supervisors.
- Applications will be voted on only during the regular Planning Commission meetings and a Public Hearing at regularly scheduled Board of Supervisors Meetings.
- The Board of Supervisors, in approving conditional use applications, may attach conditions considered necessary to protect the public welfare including conditions which are more restrictive than those established for other uses in the same zoning district. These conditions shall be enforceable by the Zoning Officer, and failure to comply with such conditions shall constitute a violation of this chapter and be subject to penalties.
- Unless otherwise specified by the Board of Supervisors, a Conditional Use which has been approved shall expire if the applicant fails to obtain a zoning permit within twelve (12) months from the date of approval or fails to commence a substantial amount of work within twelve (12) months from the date of approval.

Information required for a Conditional Use Application Submittal: (Refer to Zoning Ordinance Article 11, Section 1.7)

1. Site Plan: A scaled drawing of the site with sufficient detail and accuracy to demonstrate compliance with all applicable provisions of this chapter. Plan should include the location, abutting streets, use of open space and structures, proposed parking and other improvements on the lot. The north point must be shown on all site plans.
2. Ground floor plans and elevations of existing or proposed structures, except that only typical elevation drawings need to be submitted for proposed residences.
3. Names and addresses of adjoining and abutting property owners within 500 feet.
4. Additional information as may be required by the Zoning Ordinance.
5. NOTE: Photographs are also very helpful.



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For Township Use Only	
Case #:	_____
Date Application Filed:	_____
Fee Paid: \$	_____ Check #: _____
Planning Commission Meeting Date:	_____
Board of Supervisors Meeting Date:	_____

Conditional Use Application

OWNER INFORMATION

Name of Property Owner: _____ Business Name: _____
 Phone: _____ Alternate Phone: _____
 Street Address: _____ City, State, Zip: _____

If the applicant is not the legal or record owner of the property, written authorization must be provided by the owner to sign, or proof of equitable ownership must be provided, such as a contract for sale or lease and must be submitted with this application.

APPLICANT INFORMATION (IF NOT THE OWNER)

Name of Applicant: _____ Business Name: _____
 Phone: _____ Alternate Phone: _____
 Street Address: _____ City, State, Zip: _____

CONSULTANT'S (IF DIFFERENT THAN APPLICANT)

Consultant's Name: _____ Address: _____
 City, State, Zip: _____ Phone: _____
 Alternate Phone: _____ Email: _____

PROPERTY INFORMATION

Street/Site Address: _____ City, State, Zip: _____
 Subdivision Name: _____ Zoning District: _____
 Homeowners Association Name: _____
 Tax Map: _____ Parcel #: _____
 Lot Area (Sq. Ft.): _____ Lot Size: Width _____ Depth _____
 Type of Use Proposed: _____ Present Use: _____
 Front Yard Setback (Ft): _____ Rear Yard Setback (Ft): _____

HOMEOWNERS ASSOCIATION CONTACT (IF APPLICABLE)

Association's Name: _____ Contact Name: _____
 Address: _____ City, State, Zip: _____
 Phone: _____ Email: _____

Applicant must provide the following information:

1. Brief description of proposed use:

2. Proposed use is consistent with the purpose and intent of the Zoning Ordinance:

3. Proposed use will not effect a change in the chapter of the subject property's neighborhood as anticipated by its zoning designation:

4. Adequate public facilities available to serve the proposed use (sewer, water, and other utilities, vehicular access, etc.):

5. Development within Floodplain Protection Overlay, applicant complies with Chapter 141 Floodplain Management of Township Codes:

6. Proposed use complies with criteria specifically listed in Article XVII, Specific Use Standards and other applicable regulations

7. Proposed use will not substantially impair the integrity of the Township's Comprehensive Plan:

I hereby certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

Signature *

Date

***If other than the property owner, authorization from the owner to sign must be attached.**