



West Manheim Township, York County

2412 Baltimore Pike

Hanover, PA 17331

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

VARIANCE APPLICATION INSTRUCTIONS

- The Zoning Hearing Board shall hear requests for variances where it is alleged that the provisions of the Zoning Ordinance inflict unnecessary hardship upon the applicant.
- 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 12 Article 29 (270-232) 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 The fee will be returned only if the "APPLICATION FOR VARIANCE" is withdrawn within twenty-four (24) hours of submission.
- All materials to be considered at the next regular meeting of the Zoning Hearing Board must be submitted no later than close of business on the first day of the month. Any materials submitted after that time will be held for the following meeting and not be provided to the Board at the upcoming meeting.
- Applicants must attend the Zoning Hearing Meeting in order to answer questions or address issues concerning their application. Applicants should not distribute material to the Board during a meeting unless it is directly related to the initial presentation of the application.
- The Zoning Hearing Board, in approving variance applications, may attach conditions considered necessary to protect the public welfare and including conditions which are more restrictive than those established for other uses in the same zone. 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 the penalties.
- Any site plan presented in support of the variance shall become an official part of the record for said variance. Approval of any variance will also bind the use in accordance with the submitted site plan; therefore, should a change in the site plan be required as part of the approval of the variance, the applicant shall revise the site plan prior to the issuance of a zoning permit. Any subsequent change to the use on the subject property not reflected on the originally approved site plan shall require the granting of another variance.
- Unless otherwise specified by the Zoning Hearing Board, a variance 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 Application Submittal: (Refer to Zoning Ordinance 270-232)

1. Dimensions and shape of lot to be developed, and the exact location and dimensions of any structure existing or to be erected.
2. The height of any proposed buildings or structures if applicable.
3. Existing and proposed uses of all existing and proposed structures and land uses.
4. Existing and proposed off-street parking and loading facilities
5. A site plan with sufficient detail and accuracy to demonstrate compliance with all applicable provisions of this chapter.
6. Names and addresses of adjoining property owners within 500 feet and such others as the Zoning Officer may require.
7. A listing of all special exception uses and/or variances that the applicant is requesting in connection with the proposed use.
8. Additional information as may be required by the Zoning Ordinance.
9. NOTE: Photographs are also very helpful.



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Email: general@westmanheimtwp.com

For Township Use Only

Case #: _____

Date Application Filed: _____

Fee Paid: \$ _____ Check #: _____

Zoning Hearing Board Meeting Date: _____

Variance 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: _____
Home Owners 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:

- Brief description of proposed use:

- Name of specific sections in Zoning Ordinance for which Variance is requested:

- Brief description of nature of Variance requested:

1. The nature of the unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of this chapter in the neighborhood or district in which the property is located:

2. Why because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of this chapter and that the authorization of a variance is therefore necessary to enable the reasonable use of the property:

3. Why the unnecessary hardship has not been created by the appellant:

4. Why the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare:

5. Why the Variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulations in issue:

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.**