



## West Manheim Township, York County

2412 Baltimore Pike

Hanover, PA 17331

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

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### ***SPECIAL EXCEPTION APPLICATION INSTRUCTIONS***

- The Zoning Hearing Board shall hear and decide requests for special exceptions in accordance with the standards and criteria set forth in the Zoning Ordinance.
- 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 (270-233) 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 The fee will be returned only if the "APPLICATION FOR SPECIAL EXCEPTION" is withdrawn within twenty-four (24) hours of submission.
- All materials to be considered at the next regular meeting of the Planning Commission must be submitted no later than close of business on 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 each 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 recommendation to the Zoning Hearing Board.
- The Zoning Hearing Board, in approving special exception applications, may attach conditions considered necessary to protect the public welfare and the purposes listed above, 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 special exception shall become an official part of the record for said special exception. Approval of any special exception 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 use, 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 obtainment of another special exception approval.
- Unless otherwise specified by the Zoning Hearing Board, a Special Exception 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 Section: 270-333)**

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 #: \_\_\_\_\_

Planning Commission Meeting Date: \_\_\_\_\_

Zoning Hearing Board Meeting Date: \_\_\_\_\_

## Special Exception 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 INFORMATION (IF APPLICABLE)

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

**Applicant must provide the following information:**

- Name of specific sections of the Zoning Ordinance under which application is being filed:

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- Brief description of proposed use:

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**Give a brief explanation demonstrating compliance with the following:**

1. The proposed use shall be consistent with the purpose of the zoning district and intent of the Zoning Ordinance:

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2. The proposed use shall not detract from the use and enjoyment of abutting and adjacent or nearby properties:

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3. The proposed use will not substantially change the character of the subject property's neighborhood:

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4. Adequate public facilities available to serve the proposed use (e.g., schools, fire, police, and ambulance protection; sewer, water, and other utilities; vehicular access, etc.)

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5. Comply with requirements for development, if within the Floodplain Overlay Zone of the Zoning Ordinance:

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6. The proposed use shall comply with those criteria and performance standards applicable to uses permitted in the Zoning District and those specifically listed in the Standards and Uses section of the Zoning Ordinance. In addition, the proposed use must comply with all other applicable regulations contained in the Zoning Ordinance.

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7. The proposed use will not substantially impair the integrity of the Township's Comprehensive Plan.

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I hereby certify that all 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.**