

# MANOR



# BOROUGH

DEPT OF BUILDING AND ZONING  
44 Main Street, Manor PA 15665  
724-864-2422 Option #3

PERMIT # \_\_\_\_\_

## ZONING PERMIT

*Application is hereby made for a Zoning Approval Permit*

DATE: \_\_\_\_\_

RECEIVED: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Parcel ID: 19 - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_      Zoning District: (check one)  
 R-1    R-2    A-1    C-1    CBD    I-1    FPO

Telephone Nbr: \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address and Location of Project / Work / Use: \_\_\_\_\_

Describe Work In Detail: \_\_\_\_\_

Est Cost: \$ \_\_\_\_\_    Size of Building: \_\_\_\_\_    Lot Size: \_\_\_\_\_

Height and Type of Fence: \_\_\_\_\_    Use of Building: \_\_\_\_\_

**Please attach a survey or lot plan showing the location of any street, alley, storm/sewer easements, house, garage, decks, etc. Please show distance from all lot lines to proposed work, building, fence, garage, shed, wall, deck, etc.**

Signature of Applicant \_\_\_\_\_    Date \_\_\_\_\_

***Make check payable to Manor Borough.***

### OFFICIAL USE

Copy of plans attached \_\_\_\_\_    Check # \_\_\_\_\_     \$100.00     Approved  
Zoning Official \_\_\_\_\_    Date \_\_\_\_\_    +  \$ 4.50     Denied



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**\$100.00 Non-Refundable Zoning Permit Fee**

**HOME-BASED BUSINESS / OCCUPATION PERMIT AND ACKNOWLEDGEMENT FORM**

**SELECT ONE:**    **Home Based Business (No Impact)**    **Home Occupation**

BUSINESS OWNER	PHONE
BUSINESS NAME	PROPOSED BUSINESS ADDRESS
MAILING ADDRESS	CITY ZIP
EMAIL ADDRESS	

**Home-based business description** *(Please provide a detailed description. Example: "Home-based business for online sales of..." or "Home-based consulting business for...")*

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Home-based business shall be permitted in all residential zoning districts and in all zoning districts in which single-family dwellings are permitted, subject to the standards and conditions as set forth in such definition and the standards and conditions set forth in the Pennsylvania Municipalities Planning Code, 53 P.S. § 10101 et seq. **By signing this form, the home-based business owner acknowledges that the business is accessory to the property's use as a residence, that it will comply with the criteria stated herein, and that any violation of said criteria will result in possible fines, penalties or legal action.**

- 1. Prohibited Home-Based Businesses.** The following types of home-based businesses are expressly prohibited: Automotive service, diagnosis, or repair to vehicles, other large machinery or equipment, or large appliances of others; cannabis business or commercial activity; or any illegal activity.
- 2. Location.** The home-based business shall be conducted entirely within the principal dwelling. The space exclusively devoted to a home-based business, including any related storage, shall not exceed 25 percent of the dwelling unit's habitable floor area. The business activity shall be compatible with the residential use of the property and surrounding residential uses.
- 3. Home Occupation.** Carried on within the dwelling structure, by the resident thereof, as a customary use in connection with which there is no person employed, no display, no sign other than a name plate, no mechanical equipment other than normal domestic or household equipment; provided such use does not occupy more than 25% of the total floor area of one floor, and does not require internal or external structural alternation or involve construction features not customary in dwellings and has an off-street area to accommodate patrons.
- 4. Employees.** Employees working or meeting at the site shall be limited to persons who reside at the residence.
- 5. Clients or Customers.** No client, customer, or patient traffic or pickup, delivery, or removal functions, in excess of those normally associated with residential use.

6. **Parking.** A home-based business shall not encroach on any areas required for parking. A vehicle used in conjunction with a home-based business shall be parked in compliance with all applicable parking requirements for the residence.
7. **Appearance.** The residential appearance of the property at which the home-based-business is conducted shall be maintained, and no exterior indication of a home-based-business shall be permitted, including commercial advertising signs or window displays.
8. **Storage.** No equipment, parts, materials, supplies, merchandise, refuse, or debris shall be stored outdoors. Equipment, parts, materials, supplies, or merchandise may be stored within a permanent, fully enclosed compartment of a passenger vehicle or truck. No refuse or debris shall be stored in any vehicle. There shall be no storage of hazardous chemicals other than that which is normally found at a private residence.
9. **Nuisances.** The business activity may not use any equipment or process which creates noise, vibration, glare, fumes, odors or electrical or electronic interference, including interference with radio or television reception which is detectable in the neighborhood. The business may not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use in the neighborhood.
10. **Compliance with Other Requirements.** A home-based-business or home occupation shall comply with all other federal, state, local laws, rules and regulations including licensing and permits.

I, \_\_\_\_\_, **acknowledge that the proposed home-based business/occupation is accessory to the property's use as a residence, that it will comply with the criteria stated herein, and that any violation of these restrictions may result in possible fines, penalties or legal action.**

It is the Home-Based Business Owner's sole responsibility to obtain approval from the property owner or property manager to conduct a home-based business on the property. The property owner or property manager of record will be notified of any violations related to the Home-Based Business.

*(Please retain a copy of this permit for your records along with your business license and payment receipt of the home-based business permit fee. You may be requested to present these records for verification purposes.)*

\_\_\_\_\_  
Home-Based Business Owner Signature

\_\_\_\_\_  
Date