

# Modification Request from Land Development

1. Submit letter of request (see following sample) expressing why the applicant feels that a waiver of land development should be granted for the proposal. Address the letter to Mike Rimer, Township Manager, *however, the envelope should be addressed to Shannon Sinopoli, Planner to ensure property receipt of this request and placement on the Board of Commissioners agenda.*
2. Submit one full sized copy of the site improvement plans and any associated building plans.
3. Submit seven (7), 11" x 17" sized copies of the above site improvement plans and any associated building plans.
4. Submit seven copies of the project overview and/or letter of request.
5. A fee of \$25 for each modification item is required and shall be made payable via cash or check made payable to Manheim Township.
6. Mail or drop off to the attention of Shannon at the Township Office, 1840 Municipal Drive, Lancaster, PA 17601.
7. Once the request is received, it will be placed on the next available Board of Commissioners agenda. The Board of Commissioners meet the second and last Monday of each month.

# SAMPLE LETTER

DATE

Mr. Mike Rimer, Manager-Secretary  
Manheim Township Board of Commissioners  
Manheim Township Municipal Building  
1840 Municipal Drive  
Lancaster, PA 17601

Re: Modification Request of Land Development  
Planning regarding property located at  
*(company or resident name & address)* in  
Manheim Township, Lancaster County, PA

Dear Mr. Rimer:

Pursuant to Section 203 of the Manheim Township Subdivision and Land Development Ordinance, this correspondence constitutes the Applicants' formal modification request regarding requirements in Section 501 and Section 601 of the Ordinance related to the above reference Property.

Section 501 requires the submission of a preliminary plan application for all land development projects. Section 601 requires the submission of a final plan application for all land development projects after the approval of the preliminary plan.

The Applicants respectfully request that the Board of Commissioners waive the requirements in Section 501 and Section 601 of the Ordinance because *(express why you feel that a waiver of land development should be granted for this proposal, such as that the property is almost fully impervious with either parking or building, only minor modifications are being proposed, proposal modifications will occur on paved portions of the property, etc.)*. Requiring submission of a preliminary plan application and a final plan application for the Property would constitute a hardship for the Applicants.

The Property is located at ( ). The Applicants are the equitable owners of the Property. The Property contains approximately ( ) square feet in area and is improved with an approximately ( ) square foot building and approximately ( ) square foot area of pavement. The Property is currently used as a/an ( ).

*(Describe all proposed work and square footages)*. The proposed minor additions are shown on the attached site plan for the property. A floor plan is also enclosed showing the Applicants plans for the interior of the building located on the Property.

For all of the foregoing reasons, the Applicants respectfully request that the Board of Commissioners waive the requirements of Section 501 and Section 601 of the Ordinance so that the Applicants need not submit a preliminary plan application and a final plan application for this project.

Also enclosed is a \$50.00 check made payable to Manheim Township for the modification requests of Section 501 and Section 601. Please place these requests on the next available Board of Commissioners' meeting agenda. If you have any questions regarding the Applicants request of if you need any additional information, please contact me.

Sincerely,

*(name)*

Enclosures