

**West Manchester
Township**

(717) 792-3505



**380 East Berlin Road
York, Pa. 17408**

fax: (717) 792-4374

Website: www.westmanchestertownship.com

E-mail: info@westmanchestertownship.com

**New Business Registration
And Certificate of Use and Occupancy Application**

The following information is necessary for our records and will be held in strict confidence. All applicable questions should be answered.

Property Owner Name and Address:	
Business Name:	Business Owner:
Business Address and Phone:	
Previous Use of Property:	Proposed Use of Property:
Number of Employees:	Hours of Operation:
Number of Off-Street Parking Spaces:	Date Business Started in Township:
Please Provide a Brief Description of the Business:	
Name, mailing address, phone number where all correspondence /invoices are to be sent:	
Does the Business Have Any Type of Burglar Alarms?	

Official Use Only

Zone: _____ **Approved/Denied** _____ **Notes:** _____

Zoning Officer: _____ **Date:** _____

West Manchester Township

Police Department



John C. Snyder
Chief of Police

300 East Berlin Road
York, Pa. 17408

(717) 792-9514
Fax: (717) 792-9865
police@wmtwp.com

Dear Business Owner:

The West Manchester Township Police Department is currently updating emergency listings for the businesses located in West Manchester Township. This information will be maintained on file with the York County Emergency Center (911) to assist the Police Department should an emergency arise. This information is for the use of West Manchester Township Police only and will be used only in the event of an emergency at your business during non-operating hours.

Please complete the requested information below:

BUSINESS NAME	
ADDRESS	
BUSINESS PHONE	
BUSINESS FAX	
EMERGENCY NOTIFICATION (list person to contact below):	
1	PHONE NUMBER
2	PHONE NUMBER
3	PHONE NUMBER
4	PHONE NUMBER

Once completed, either mail this form to West Manchester Township Police Department or drop it off at the above address.

Thank you for your assistance in this regard. Should you have any questions, please do not hesitate to contact our office at 792-9514.

Sincerely,


John C. Snyder
Chief of Police

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RE: Mandatory TRASH Removal Ordinance 100-16
Mandatory RECYCLING Ordinance 90-10

Dear New Business Owner:

This is to clarify the requirements that are needed by West Manchester Township to satisfy the above Ordinances. EVERY COMMERCIAL PROPERTY **must** have a **TRASH** removal service and **must** have a **RECYCLING** program in place. Please read the following carefully. If you have questions, please contact the Township Office.

TRASH REMOVAL

Businesses:

Each Business Owner must dispose of their refuse in accordance with the Township Ordinance 100-16. Following is a brief guideline:

- A. **TOWNSHIP REFUSE SERVICE:** IF you are a small business owner, meaning you have no more trash than what will fit in your mobile cart per pickup day AND if the trash hauler would only need to travel on a Township or State road to pickup the refuse (not a private road, private parking lot, private driveway or access drive,) THEN you would qualify to contract with the Township for refuse removal. You **MUST** contact the Billing Officer in order to arrange for the Township Refuse Service. You will be advised of the billing rates for this service at that time.

- B. **CONTRACTED REFUSE SERVICE:** IF you have more trash than will fit into the mobile cart per pickup day, or if your trash is located on a private road, private parking lot, private driveway or access drive, THEN you **MUST** contract with a township recognized waste hauler. They will provide you with a dumpster. **DO NOT CONTACT THE TOWNSHIP OFFICE TO ARRANGE THIS SERVICE.** You will need to contact the trash hauler on your own. **YOU WILL NEED TO COMPLETE A REQUEST FOR GARBAGE EXEMPTION FORM** from the Township Utility Billing Officer for this option. **WHEN SUBMITTING THE EXEMPTION FORM, YOU WILL NEED TO ATTACH A COPY OF YOUR CONTRACT WITH THE HAULER. PLEASE NOTE THAT YOUR REQUEST FOR EXEMPTION CAN ONLY BE APPROVED FOR THE TIME PERIOD STATED IN YOUR CONTRACT AND WILL NEED TO BE RENEWED AT THE END OF THAT TIME PERIOD. YOU WILL THEN NEED TO CONTINUE SUBMITTING COPIES OF YOUR RENEWED CONTRACT EACH TIME YOU RENEW.**

YOUR EXEMPTION APPLICATION WILL NOT BE APPROVED WITHOUT COPIES OF YOUR CONTRACT ATTACHED TO THE APPLICATION FORM.

(continued)

RECYCLING

Businesses:

Each business owner is required to recycle according to the Township Ordinance 90-10.

IF you use the Township TRASH service, you must separate your recycle materials from your refuse. You will be limited on the amount of trash to what fits in your mobile cart, but the RECYCLING is unlimited. Your recyclable material can go in your mobile recycling cart. Additional recycle material can be placed in your own recycling containers. If you need Recycling stickers for your container, they can be obtained from the Township Office. Your recyclable materials will be collected once a week. Please check with the Township Office for the specific days that your trash and recycling will be collected.

- A. IF you contract with a private TRASH hauler, you are STILL REQUIRED TO RECYCLE. Please contact your hauler to fulfill the recycling requirements.

Sincerely,

Johnyne McClary – Utility Billing Officer

jmcclary@wmtwp.com

and

Laura Mummert – Recycling Coordinator

lmummert@wmtwp.com

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WEST MANCHESTER TOWNSHIP
GARBAGE DISPOSAL ASSESSMENT
REQUEST FOR EXEMPTION

Dear Commercial Property Owner,

Per the Township ordinance relating to Refuse Collection, you are required to have your municipal waste collected, transported and disposed of by a recognized hauler, **regardless of occupancy (including vacancy.)**

The Township has made a provision to allow you to have your waste collected by a **recognized hauler** of your choice, thereby granting an exemption from the ordinance requiring you to you the hauler contracted by West Manchester Township. This exemption is granted for one (1) calendar year and must be requested annually. If you have a contract which expires or renews any other time that the calendar year (January 1 – December 31) you must reapply for the exemption.

The requirement to have this exemption granted is that you must provide certain information to the Township regarding the collection of your waste. This information must be provided to the Township before **December 31** to have the exemption effective **January 1st** of the next calendar year. Failure to return this information could result in a fine up to \$600.00 plus all court costs, including reasonable attorney fees.

General Guidelines:

1. It is recommended you establish a calendar year contract with your hauler whenever possible. You must submit a copy of the signed contract between you and the hauler with the effective and termination dates of the contract, along with your application for the exemption. The exemption will only be granted for the time period stated in your contract or for one (1) year. At your renewal, you must again provide the Township with a copy of your renewal contract with the same stipulations (effective date and termination date) as the original submission. **It is your responsibility to provide this to the Township.** Failure to comply may result in a violation of the ordinance. It is your responsibility to supply us with any changes to your contract.
2. If your contract with your waste hauler is on a month-to-month basis, the Township requires you to submit a copy of your current monthly invoice, provided by your hauler, to show proof of the collection of your municipal waste. This must be submitted to West Manchester Township on or before the 15th of each month. **It is your responsibility to provide this to the Township.** Failure to comply may result in a violation of the ordinance. It is your responsibility to supply us with any changes to your contract.

(Continued)

In order to facilitate this process and avoid any potential fines, please complete the **REQUEST FOR EXEMPTION** form in its entirety and return it to the West Manchester Township office **with a copy of your current contract from your present hauler** (ex. Penn Waste, Republic Services, etc.) If the Township provides your trash service, please indicate this on the form. You may mail, fax or email this information to me.

Please note that your request for an exemption can only be approved for the time period stated on your contract. Your contract will need to be renewed at the end of that time period. You will then need to submit another copy of your contract to us at the time of your renewal. Again, it is your responsibility to supply us with any changes to your contract.

Please submit your request for an exemption with the requested information to the Township by **December 31st**.

Sincerely,
Johnyne McClary
Utility Billing Officer
jmclary@wmtwp.com

Exemption Request checklist:

- Date of Request for an Exemption
- Email address
- Phone number
- Reason for Request of Exemption
- Signed Request Form
- Copy of your current contract

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GARBAGE DISPOSAL ASSESSMENT
REQUEST FOR EXEMPTION**

DATE: _____

PROPERTY OWNER: _____

PROPERTY ADDRESS: _____

EMAIL ADDRESS: _____

Phone number: _____

I hereby request exemption from paying the West Manchester Township Garbage Disposal Assessment for the following reason:

Signature: _____

**** IF YOUR GARBAGE IS DISPOSED OF BY A RECOGNIZED HAULER AND NOT BY THE TOWNSHIP, PLEASE ATTACH A COPY OF YOUR SERVICE CONTRACT. THIS REQUEST FOR EXEMPTION CANNOT BE APPROVED WITHOUT A COPY OF YOUR SERVICE CONTRACT.****

OFFICE USE ONLY:

HAULER: _____ EXPIRATION DATE: _____

ACCOUNT NUMBER: _____ DATE: _____

APPROVED _____ DENIED _____

SIGNATURE OF TOWNSHIP MANAGER: _____