

**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

**380 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

Dear New Business Owner:

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

This is to clarify the requirements that are needed by the Township to satisfy the above Ordinances. EVERY business MUST have trash removal service and MUST have a recycling program in place according to the Township Ordinances. Please read carefully and if you have questions, please call the Township office.

TRASH REMOVAL

Businesses:

Each business owner must dispose of refuse in accordance to Township Ordinance 100-16. As a brief guideline, please see below:

- a. TOWNSHIP REFUSE SERVICE: IF you are a small business owner, meaning you have no more than 2 bags of trash 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 rates at that time.
- b. CONTRACTED REFUSE SERVICE: IF you have more than the two bag limit per pickup day OR if your trash is located on a private road, parking lot, private driveway or access drive, then you **MUST** contract with a township recognized hauler and they will provide you with a dumpster. Do not call the Township to arrange for this service; you will need to contact the trash hauler on your own. YOU WILL NEED TO COMPLETE AN EXEMPTION FORM from the Billing Officer for this option. WHEN SUBMITTING THE EXEMPTION FORM, YOU WILL NEED TO ATTACH A COPY OF YOUR CONTRACT WITH THE HAULER OF YOUR CHOICE. PLEASE NOTE THAT YOUR REQUEST FOR EXEMPTION CAN ONLY BE APPROVED FOR THE TIME PERIOD STATED ON 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 APPLICATION WILL NOT BE APPROVED WITHOUT COPIES OF YOUR CONTRACT ATTACHED TO THE APPLICATION FORM.

RECYCLING

Businesses:

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

- a. IF you use the Township TRASH service, you must separate your recycle materials from your refuse. You will be limited to two bags of TRASH, but RECYCLING is unlimited. You will need to provide your own recycle bin(s) and you will need a recycle sticker for your container(s). Please contact the Township office for the stickers. Your recycled materials will be collected once a week. Please check with the Township as to the specific day of the week when you set up your refuse billing.
- b. IF you contract with a private TRASH hauler of your choice, you still are required to recycle. Please contact your hauler to fulfill the recycling requirements.

Sincerely,

Deborah Ide
Billing Officer

Fricia Smeltzer
Recycle Coordinator

West Manchester Township
380 E. Berlin Road
York, PA 17408
717-792-3505

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 by the Township **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 use the hauler contracted by the Township. This exemption is only granted for one (1) calendar year and must be requested annually. If you have a contract that expires or renews any other time than the calendar year (January 1- December 31st); you must reapply for the exemption.

The requirement to have this exemption granted require you to provide certain information to the Township regarding the collection of your waste. This information must be provided to the Township before **December 31st** to have the exemption effective January 1st. Failure to return your information could result in a fine up to \$600 plus all court cost, including reasonable attorney's fees.

General guidelines:

1. It is recommended you establish a calander year contract with your hauler whenever possible. You must submit a copy of a signed contract between you and your hauler with the effective and termination date of the contract along with your application for the exemption. The exemption will only be granted for the time period stated on your contract or for one (1) year. At your renewal, you must again provide to the Township a copy of your renewal contract with the same stipualtions (effective date/ termination date) as the original submission. This is your responsibility to provide this to the Township and 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 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 municpal waste. This must be submitted to the Township on or before the 15th of each month. This is your responsibility to provide this to the Township and failure to comply may result in a violation of the ordinance. **It is your responsibility to supply us with any changes to your contract.**

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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 to my attention.

Please note again your request for exemption can only be approved for the time period stated on your contract and 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 time of renewal with your present hauler **(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 **before December 31st**.

Sincerely,
Deborah Ide
Deborah Ide
Billing Officer
dide@wmtwp.com

Exemption request required check list:

- Date of request for an exemption
- Email address
- Phone number
- Reason for request for exemption
- Signed request
- Copy of your contract

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WEST MANCHESTER TOWNSHIP
GARBAGE DISPOSAL ASSESSMENT
REQUEST FOR EXEMPTION

Date: _____

Property Owner:

Address of Property: «lot_lot_address»

Email Address: _____

Phone: _____

I hereby request exemption from paying the West Manchester Township Garbage
Disposal Assessment for the following reason (s) (attach additional sheets if necessary):

Signature: _____

***** IF YOUR GARBAGE IS DISPOSED OF BY A RECOGNIZED HAULER AND NOT
BY THE TOWNSHIP, PLEASE ATTACH PROOF IN THE FORM OF A SERVICE
CONTRACT.*****

OFFICE USE ONLY:

APPROVED _____ DISAPPROVED _____

For Period: _____

Account Number: _____

Signature of Township Manager: _____