

Procedure for a 2nd Dwelling / In-Law Quarters

If you are proposing to add a 2nd residence to a property or if you are renovating a structure, i.e. garage, or adding a temporary home, such as a mobile home, into a 2nd residence then:

- Have your blueprints/plans/drawings done. Know what you plan to do and where you propose to add the dwelling.
- A detailed Plot Plan showing new structure along with setbacks, well, septic, proposed second septic system and other buildings.
- **Contact the Sewage Enforcement Officer:** (717-413-3740)
DEP requires 2 systems (DEP Sewage module) contact the SEO to determine whether there is room for a second system. Have the second system added to your plot plan with measurements.
- Apply to the Zoning Hearing Board for a Special Exception of Section 515 and because of the second sewage system requirement, you will also need to request a Variance from Section 515.D.
- If granted approval, contact an engineer to work on the DEP Sewage module which is part of the Land Development and Storm Water Management approvals.
- Under the Subdivision and Land Development Ordinance. (This is Land Development) You and your engineer submit your plans to be approved by both the Planning Commission and the Board of Supervisors.
- If the PC recommends to the Supervisors to conditionally approve your plan, then agreements will be drawn up between the property owners and the Township. These agreements will be recorded at the Recorder of Deeds Office.
- NO permits will be issued until all agreements and the plan are signed and recorded.