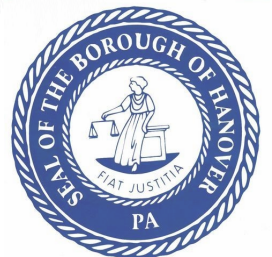


# Starting and Growing Your Business

Hanover Borough, York County, PA

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## Getting Started

Have you dreamed of being your own boss for many years, but don't know where to start? Starting and growing a business requires extensive planning, preparation and hard-work and you will have many questions as you go through the process.

The Borough of Hanover is providing this guide to help you get off to a good start by outlining common, necessary steps as well as providing information about organizations that offer hands-on entrepreneurial assistance, regulatory information, and business financing options.

## Understanding Borough Responsibilities

In case of new property purchase in the Borough, applications for Water and Refuse Service should be completed and emailed or mailed to the Borough Office (see form for information) –

<https://www.hanoverboroughpa.gov/DocumentCenter/View/493/Water-Service-Borough-Sewer-Application---New-Water-Installation-PDF>

In case of new occupancy as a tenant in the Borough, Section 2 of the landlord tenant forms file needs completed and filed with the Borough office, at same link as above; direct:

<https://www.hanoverboroughpa.gov/DocumentCenter/View/271/Landlord-Tenant-Forms-PDF>

Contact should be made to York Adams Tax Bureau (YATB), who is the Borough's enumerator and collector for Local Service Taxes and Business Privilege Taxes, to register for those taxes as applicable. Their contact information can be found here: <https://www.yatb.com/contact-us/phone-email-and-fax/>.

All employer/business forms can be found here: <https://www.yatb.com/for-employers/forms-for-employers/>.

## Understand Local Zoning Laws

Local zoning ordinances and regulations are important considerations when choosing your business location. Zoning laws impact several critical business decisions such as purchasing property or making improvements to your existing property, so it is important to understand the laws before you commit to anything.

Property is zoned into commercial, industrial, and residential uses, so a commercial building, for instance, cannot be built in a residential neighborhood and vice versa, unless there is a change in zoning ordinances. Other considerations also come into play such as how you intend to use your facility, the nature of any renovations, and so on.

The full Zoning Ordinance for the Borough of Hanover can be downloaded from the website at: <https://www.hanoverboroughpa.gov/DocumentCenter/View/698/Zoning-Ordinance-No-2310-Final-Executed-Copy>

Generally, if your business falls under Permitted Uses, no action is required by the landowner/user by the municipality. However, if the planned use is considered a Conditional Use, Special Exception, or is not permitted by the current zoning regulations of the Borough, the business owner must work with Borough officials to seek approval.

### **What is the process of seeking approval for a new or a conditional use?**

New or conditional uses may be allowed or denied by the Council of the Borough of Hanover or the Zoning Hearing Board, following review by the Planning Commission, public hearings and other procedures provided for in the Pennsylvania Municipalities Planning Code and the Borough's Zoning Code. An application will need to be submitted on forms provided by the Borough along with all required information.

To obtain copies of the required forms, please contact the Borough Department of Planning & Engineering:

**P. Eric Mains, PE**  
**Director, Dept. of Planning & Eng.**  
[emains@hanoverboroughpa.gov](mailto:emains@hanoverboroughpa.gov)  
(717) 637-3877 ext. 1005

For a full look at the Ordinances in effect within the Borough limits,  
please go to the following link on the Borough's website:

<https://www.ecode360.com/HA0246>

## Real Estate Development Process and Permits

Should you decide to purchase property and develop it or purchase or lease an existing building that requires demolition or renovation, certain processes are in place in Hanover Borough, York County and/or at the state level, which governs the steps.

### What Local Permits do I need to be aware of regarding construction or demolition?

The Borough of Hanover requires permits for both Residential and Commercial Building which includes Demolition. Please refer to the website to access the electronic permitting platform. For questions regarding permits, please contact the Codes & Zoning Enforcement Officer, Christopher Miller at [cmiller@hanoverboroughpa.gov](mailto:cmiller@hanoverboroughpa.gov) or (717) 637-3877 x1004. Please click on the below link to access the electronic portal for permitting.

#### Building Permit Application:

<https://hanoverboroughpa.portal.iworq.net/portalthome/hanoverboroughpa>

### What is the land development process in York County and for the Commonwealth of Pennsylvania?

The land development process in Pennsylvania is a multi-step procedure. Our municipality, the county, state agencies and federal agencies may all play a role, as various layers of permits and approvals are needed. This guide provides a brief description of some of the local, state and federal permits and approvals that may be required for a given land development proposal.

This guide may not necessarily be a comprehensive list of every permit or approval that is required for every land development (earth-moving) project across the County nor are all the permits or approvals listed and described in this guide required for every project. This document should be used as a reference guide only as you feel your way through the land development process. You should consult with the applicable local, state and federal agencies to determine what permits and approvals are necessary for a given project.

### What local approvals and permits are required?

#### I. Land Development Plan

1. **Sketch Plan** – Informal plan submitted by developer to municipality
2. **Preliminary Plan** – Formal review commences once a Preliminary Plan is submitted. Plan must set forth elements of the land development as set forth by the Municipality's Subdivision & Land Development Ordinance (SALDO).
3. **Final Plan** – Submitted by the Developer once improvements are completed.

## II. Zoning Approvals (see zoning above)

1. **Zoning Variances** – May be needed if project deviates from existing standards and requirement of zoning ordinance.
2. **Conditional Use Approvals** – Project may be of a generally accepted use but could require an approval by the municipality (through Borough Council).
3. **Special Exceptions** – Similar to Conditional Use but the application is heard and decided on by the Zoning Hearing Board.
4. **Rezoning** – If the land is not suitably zoned for the intended development, a developer may file a request to have the property rezoned.

## III. Stormwater Discharge Management Plan Approval

The Borough of Hanover is one of many municipalities located in Pennsylvania that have been required by the U.S. Environmental Protection Agency (US EPA) to receive a permit for the discharge of stormwater. The Borough was listed by the US EPA due to our location within the Chesapeake Bay watershed and concentration of our population. As a result, the Pennsylvania Department of Environmental Protection (PA DEP) has issued the Borough permit coverage under their general permit for the discharge of our stormwater, called “Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s).” All projects involving earth moving (in excess of 5,000 square feet) must be approved by the DEP. If project involves more than one acre, an NPDES Permit must be issued by the DEP.

## IV. Sewage (Act 537) Approvals

When a new land development project is proposed for the municipality, the municipality must modify its Act 537 Plan to meet the additional sewage disposal needs of the new development. The municipality then submits the modification to DEP for review and approval.

## V. Building Permits

Applications for building and zoning permits are submitted after Final Plan approval. A general process for a new business in the Borough would follow this path;

- 1.) File a Change of Use Application
  - a. Locate the property on the Zoning Map and find the applicable Zoning District.
  - b. Check to see if your planned business is permitted as a “use by right” in that Zoning District.
  - c. Provide a brief business description and include (Hours of operation, days of the week & number of employees)
  - d. Call or email the Zoning Officer for clarification, if necessary. **Approval of the Change of Use does NOT replace any building permit requirements.** It simply acknowledges the change and indicates that the proposed use is a valid (permitted) use within that zoning district.

2.) Will the property require alterations? (Plumbing, electrical, structural)

If yes, file a complete Residential or Commercial Building Permit Application as well as a Zoning Application, online providing detail on all proposed alterations. (Click on link below to access electronic permitting portal).

<https://hanoverboroughpa.portal.iworq.net/portalhome/hanoverboroughpa>

3.) DPE staff will contact you when your permits are ready.

## **VI. Signage Approval**

The construction or placement of any signs, banners or advertising matter of any kind whatsoever must first have the approval of the Dept. of Planning & Engineering, through the Sign criteria as noted in the Zoning Ordinance.

## **VII. Certificate of Occupancy**

Document issued by municipality certifying a building's compliance with applicable building codes and other laws and indicating it to be in a condition suitable for occupancy.

### **What state approvals and permits are required?**

#### **I. NPDES Permit for Stormwater Management**

All construction activities disturbing greater than one acre of land must obtain this permit from the DEP by submitting an Erosion and Sedimentation (E&S) Control Plan designed to control runoff and protect the water quality during and after construction.

#### **II. Water Obstruction and Encroachment Permits**

If the proposed development contemplates any fill or earth disturbance in a wetland, watercourse or floodway, or the placement of any crossing (such as a bridge or culvert) over a wetland, watercourse or floodway, the developer will need a Water Obstruction and Encroachment Permit (also known as a "Chapter 105 Permit") from DEP.

#### **III. Pennsylvania Historical and Museum Commission (PHMC) Review**

As part of the permit review process for some DEP permits, a cultural resource review is conducted by the Pennsylvania Historical and Museum Commission (PHMC). With respect to those DEP permits that may be needed for a development, a PHMC cultural resource review is required for: individual encroachment and water obstruction permits; NPDES permits for discharges of stormwater associated with construction activities where the earth disturbance is greater than 10 acres; and sewage (Act 537) approvals for new development. PHMC is charged with protecting significant archeological and historic resources. If PHMC determines that the project site is a significant archeological site, it may conduct an archeological survey and, further, an archeological field investigation.

#### IV. Pennsylvania Natural Diversity Inventory (PNDI) Review

All DEP permits and approvals involve a Pennsylvania Natural Diversity Inventory (PNDI) review to determine if the proposed project will impact plant or animal species of special concern, rare and exemplary natural communities, or unique geologic features.

#### V. Highway Occupancy Permits

If the proposed development requires access to a state highway, the developer must obtain a Highway Occupancy Permit (HOP) from Pennsylvania Department of Transportation (PennDOT). A Traffic Impact Study analyzing the impact of the proposed development on existing traffic patterns may also be required.

#### Helpful Links:

- ✓ [Hanover Borough Municipal Website](#)
- ✓ [PA DEP Stormwater Management Website](#)
- ✓ [PA Natural Heritage Program Website](#)
- ✓ [PA Historical & Museum Commission Website](#)

#### What other public business support services are available?



Main Street Hanover (MSH) is a great locally focused support entity and has the following resources available on their website. They have a dedicated business support page with links to SCORE, Small Business Development Center, and others.

<https://mainstreethanover.org/business-support/>

Hanover Borough also has an Economic Development Corporation (HEDC) which is a registered 501.c.3 Non-Profit Organization that is intended to help promote and foster an environment that supports the establishment of new businesses as well as provides for the long-term growth of existing businesses. A future website will be created to help provide access to their services.

#### Other Resources:

- ✓ [PA Business One-Stop Shop](#)
- ✓ [PA Small Business Development Center](#)
- ✓ [Small Business Administration](#)
- ✓ [Hanover Chamber of Commerce](#)
- ✓ [York County Economic Alliance \(YCEA\)](#)
- ✓ [USDA](#)
- ✓ [Commonwealth of PA Department of Community and Economic Development](#)