



**Manheim Borough**  
15 East High Street, Manheim, PA 17545  
Phone 717.665.2461 Fax 717.665.7324

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**NON-CONVERSION AGREEMENT  
FOR CERTAIN STRUCTURES IN THE FLOODPLAIN per ORDINANCE 685**

Whereas, Permit # \_\_\_\_\_ has been issued to construct, improve, or repair the property at \_\_\_\_\_ [address] in the borough of Manheim, PA, and the property owner \_\_\_\_\_,

Whereas, the permitted building is either an accessory structure in excess of 200 Sq. Ft. or has the lowest floor below the Regulatory Flood Elevation and the design and construction of the building meets current building code and flood ordinance requirements, and

Whereas, as a condition of a Certificate of Occupancy, the owner must agree to not alter the building at a later date so as to violate the building code or flood ordinance requirements,

Now, therefore, the undersigned owner of said property hereby agrees to the following:

1. That any enclosed area below the lowest floor shall be used solely for parking of vehicles, limited storage, or access to the building and will never be used for human habitation without first becoming fully compliant with the Floodplain Ordinance in effect at the time of conversion.
2. That all interior walls, ceilings, and floors below the Regulatory Flood Elevation shall be unfinished or constructed of flood-resistant materials.
3. That mechanical, electrical, or plumbing devices that service the building shall not be installed below the Regulatory Flood Elevation.
4. That the openings in the walls of the enclosed areas below the lowest floor shall not be blocked, obstructed, or otherwise altered to reduce the size of the openings or restrict the automatic entry and exit of flood water.
5. That any variation in construction beyond what is permitted shall constitute a violation of this agreement and the Ordinance.
6. That the owner and subsequent owners agree to allow a representative of the borough of Manheim on the premises to verify compliance with this agreement at least once each year. The borough representative will provide at least 48-hour notice of such visit.
7. The Owner also agrees to record this agreement as a condition of granting the Permit and affects the rights and obligations of the Owner and shall be binding on the Owner, heirs, personal representatives, successors, future owners, and assigns.

\_\_\_\_\_  
Signature of Property Owner

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Witness

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

This space is reserved for deed recording notations.