

# Address of Convenience Registration Form

SPRINGETTSBURY TOWNSHIP  
1501 MT. ZION ROAD  
YORK, PA 17402  
(717) 757-3521

\_\_\_\_\_  
Date Received

Registration # \_\_\_\_\_  
(number issued by Township)

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Address of Convenience: An accessory use of a residential dwelling for the sole purpose of receiving phone calls, mail, and keeping records in connection with any profession or occupation. Address of Convenience does not involve employees outside of the household residents, nor any activity at the premises other than communication by mail or electronic means. Merchandise of any sort cannot be physically located at an Address of Convenience premises. An Address of Convenience shall be permitted as a matter of right in all R-1, R-2, R-3, R-4, and A-O zoning districts.

Description of what you will do:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you did not apply for a Mercantile License and/or Business Privilege Tax, please complete the enclosed form and mail it to the Tax Collector, Margaret Cousler, 2359 North Sherman Street, York, PA 17402.

Business License Obtained \_\_\_ Yes/ No \_\_\_ Applied For \_\_\_\_\_ Date \_\_\_\_\_

**If you meet the criteria for an Address of Convenience, please sign & date below and return this Registration Form to the Township.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Approved By: \_\_\_\_\_  
Zoning Officer

\_\_\_\_\_  
Date

*Copy of approval to Applicant  
Copy approval to Tax Collector*