



# QUEEN CITY MANUFACTURED / MODULAR HOME PERMIT

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

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Proposed location of manufactured / modular home: \_\_\_\_\_

Year / Make / Model: \_\_\_\_\_

Size of manufactured / modular home: \_\_\_\_\_

Current location of manufactured / modular home: \_\_\_\_\_

\_\_\_\_\_

Structure is required:

1. To be owner occupied
2. Must be your homestead
3. To have a Statement of Ownership
4. Must be underpinned within 30 days of delivery
5. Must be anchored per insurance and state requirements
6. Must be available for city inspection of water, sewer, underpinning & anchors.
7. New water / sewer service must be connected by master plumber.

Do you plan to add attached or detached auto shelter or storage area?	YES	NO
Will there be a paved driveway?	YES	NO
Will structure be treated for termites and pests?	YES	NO
Are there other manufactured homes within a four block radius?	YES	NO
Has there been a manufactured home on this site before?	YES	NO
Have you attached a picture of the manufactured home?	YES	NO
Is there a picture of the proposed site for the home?	YES	NO

IN THE SPACE PROVIDED BELOW PROVIDE ANY OTHER INFORMATION THAT YOU FEEL MAY BE HELPFUL TO THE PLANNING AND ZONING COMMITTEE'S RECOMMENDATION TO THE CITY COUNCIL FOR YOUR REQUEST OF PERMIT APPROVAL:

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FOR OFFICE USE ONLY

Recommended to send to City Council:      YES                      NO

Planning and Zoning Committee Recommendations:

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Date approved / rejected: \_\_\_\_\_

Date approved / rejected: \_\_\_\_\_

Planning & Zoning Signatures:

City Council Signatures

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**PERMIT EXPIRES NINETY (90) DAYS AFTER FINAL APPROVAL OF CITY COUNCIL. IF APPROVED STRUCTURE IS NOT LOCATED PER AGREEMENT, A NEW APPLICATION WILL BE REQUIRED.**

ARTICLE III. MOBILE / HUD-CODE MANUFACTURED / MODULAR HOMES

Section 1. All mobile homes constructed prior to June 15, 1976 are hereby prohibited by this ordinance. Those already located within the city limits may remain but can only be replaced by HUD-Code manufactured home, modular homes or site built home. If a HUD-Code manufactured home is replaced it must be with a newer and same-size (if in compliance with ordinance requirements) or larger HUD-Code manufactured home or site built home.

Section 2. HUD-Code manufactured homes or modular homes no more than two (2) years in age will be allowed for placement within the city limits.

Section 3. Application must be made to place a manufactured or modular home in an approved location. Application and location must be approved by Planning and Zoning Committee and the City Council.

Section 4. Structure must meet the following requirements:

- a. Single wide must be at least 1200 square feet in size
- b. Double wide must be at least 1600 square feet in size

*\** Section 5. Approved homes must be owner occupied. *\* No rentals.*

Section 6. HUD-Code manufactured homes must be underpinned and anchored according to any state or insurance requirements unless it is placed on a concrete foundation. Then it must be anchored to the concrete foundation according to International Building Code requirements. Modular homes must be placed on concrete or permanent foundation.

Section 7. A permit will be required for moving a HUD-Code manufactured home or modular home on a city street. Permits are not required for US or state highways.

Section 8. A mobile home or HUD-Code manufactured home that has been abandoned or unoccupied for a period of 180 days, the owner will be required to remove the mobile home or HUD-Code manufactured home from the corporate city limits and its extraterritorial jurisdiction.

*P!Z Meets 1<sup>st</sup> Wednesday each month*

*If P!Z approved - sent to City Council - 2<sup>nd</sup> Thursday each month*