



**City of Monmouth
Manufactured Home
Park Application**

For official use only:

Date: _____

Fee: \$ 1,000 + \$ 25 per lot

Receipt No.: _____

Application No.: _____

Applicant:

Name

Mailing Address

Phone #

E-Mail

City

State

Zip

Title Holder:

Name

Mailing Address

Phone #

E-Mail

City

State

Zip

Surveyor and/or Engineer [If applicable]:

Name

Phone #

E-Mail

Location:

Street Address

Tax Lot Number

Assessor Map

Description:

[Empty text box]

Comprehensive Plan Map Designation

[Empty text box]

Current Zoning

[Empty text box]

Size (acres)

Manufactured Dwelling Park: A manufactured dwelling park is a privately owned property where four (4) or more manufactured dwellings, used as residences, are within 500 feet of one another on the same lot, tract, or parcel of land under the same ownership the primary purpose of which is to rent or lease space or keep space for rent or lease to any person for a charge or fee paid or to be paid for the rental or lease or use of facilities or to offer space free in connection with securing the trade or patronage of such person. "Manufactured dwelling park" does not include a lot or lots located within a subdivision being rented or leased for occupancy by no more than one (1) manufactured dwelling per lot if the subdivision was approved by the City as a subdivision.

Procedures: The establishment, expansion, or alteration of a manufactured dwelling park shall be a conditional use and are processed in accordance with Monmouth City Code (MCC) Chapter 18.25, "Conditional Uses." In accordance with MCC Section 18.10.010, Conditional use permit applications are conducted as a Type II procedure. Written notice of the application is provided to all property owners within 250 feet of the property. For Type II procedures, the Planning Commission conducts a public hearing to review the request. In accordance with MCC Section 18.25.010, the Planning Commission shall have the power to grant Conditional Uses that are specifically listed in the Zoning Ordinance.

The standards and requirements set forth in MCC Sections 17.35.040, 17.35.050, and 17.35.070 shall apply to any manufactured dwelling park established, expanded, or altered and to any manufactured dwelling sited within a manufactured dwelling park.

Submittals: To request approval of a manufactured home park, submit one electronic copy (pdf format) and five (5) paper copies of the following information:

- A. Manufactured home park plan that demonstrates compliance with the development standards found in MCC 17.35.040, 17.35.050 and 17.35.070
- B. Conditional use permit application
- C. Application filing fees
- D. A legal description of the property
- E. A written description of the proposed development and compliance with the applicable review criteria.

17.35.040 Development Standards.

A. Density. The maximum density of a manufactured dwelling park shall not exceed ten (10) units per gross acre.

- B. Minimum Area. The minimum area of any space to be occupied by a manufactured_dwelling and its accessory structures shall be 2,500 square feet.
- C. Utility Connections. Each manufactured dwelling space shall be equipped with connections for running water, electricity, and sewage disposal. The cost of such utility connections from the property line to the manufactured dwelling space shall be borne by the owner and shall not be paid by the City.
- D. Roadways. All roadways within the manufactured dwelling park shall be paved with asphaltic concrete or Portland Cement Concrete and shall be maintained in good condition thereafter. The minimum width of such roadways shall be 25 feet. Parking shall be restricted so that a minimum width of 20 feet is available for moving vehicles over the entire length of the roadway.
- E. Parking. Each manufactured dwelling space shall have sufficient parking area for two (2) vehicles. Such parking area shall be paved with asphaltic concrete or Portland Cement Concrete and shall have a minimum area of 400 square feet.
- F. Patio. Each manufactured dwelling space shall have, adjacent to and parallel to the manufactured dwelling space, a patio or deck of concrete, brick, stone, or wood. The minimum area of such a patio shall be 120 square feet. The patio shall not be used for the parking of vehicles.
- G. Coverage of Manufactured Dwelling Spaces. No manufactured dwelling excluding its accessory structures, shall occupy more than 50 percent of the space provided for it.
- H. Minimum Size and Facilities. No manufactured dwelling shall be permitted to be occupied for residential purposes in a manufactured dwelling park unless it has at least 160 square feet of floor area. Such area shall be determined by measuring the exterior of the manufactured dwelling at the floor level. Such a measurement shall exclude the trailer hitch, steps and similar exterior fittings. Each manufactured dwelling shall have its own water closet, lavatory, shower or bathtub. All of which shall be connected with drains and running water. Such facilities shall be located in a separate room within the manufactured dwelling. Each manufactured dwelling shall also contain a kitchen room or space which shall have hot and cold running water and a sink. The sink shall be connected to a drain system.
- I. Electrical Connections. No manufactured dwelling shall be permitted in any manufactured dwelling park unless such manufactured dwelling shall contain integral electric wiring that supplies connection to convenience outlets in each room of the manufactured dwelling. If there is no separate kitchen room, at least one (1) convenience electrical outlet shall be located in the kitchen space in addition to outlets in other parts of the room in which the kitchen space is located. Outlets provided in the ceiling or walls and which are intended for lighting purposes shall not be counted as convenience outlets.
- J. Foundation or Skirting. No manufactured dwelling shall be permitted in any manufactured dwelling park unless it rests on a continuous foundation or has opaque continuous skirting of non-decaying, non-corroding material extending to the ground. The skirting or foundation shall have provisions for ventilation and access to the space under the unit.
- K. Storage Area. A storage structure having a gross floor area of at least 60 square feet shall be constructed and completed prior to the occupancy of any manufactured dwelling.
- L. Screening of Park. Any manufactured dwelling park established, altered or expanded in accordance with the provisions of Sections 97.705 to 97.750 shall be surrounded, except at its entry and exit, by a sight-obscuring fence or hedge not less than six (6) feet in height at maturity. Such fence or hedge shall be maintained in a neat manner.
- M. Numbering of Spaces. Each space within a manufactured dwelling park shall be legibly numbered so that emergency vehicles may easily find it. A plot plan showing the location of each numbered space shall be furnished to the Polk County Fire District #1.
- N. Fire Safety Facilities.
 - 1. An adequate number of fire hydrants shall be provided within the mobile home park so that no space or structure within the park is more than 400 feet from a hydrant. Each hydrant shall be located on a roadway within the park and shall conform in design and capacity to the public hydrants in the City. Hydrants within the manufactured dwelling park shall be installed at the expense of the developer of the park.
 - 2. Water supplies for fire protection operations shall be as required by the Polk County Fire District # 1.

3. Access to a manufactured dwelling park for fire protection shall be such as to permit fire apparatus to approach within 100 feet of each manufactured dwelling.
- O. Lighting. Standard streetlights shall be installed at intervals of no more than 200 feet along all roadways within a manufactured dwelling park. As an alternative thereto, other lighting acceptable to the Planning Commission and providing a similar amount of lighting may be approved by the Planning Commission. All lighting within the park shall be installed and maintained at the expense of the owner of the property.
- P. Landscaping. All open spaces not occupied by structures, manufactured dwelling, drives, or walkways, shall be planted or otherwise landscaped, and shall be properly maintained. Such landscaping shall include at least one (1) tree on each manufactured dwelling space within the park. Such trees shall have a height of not less than six (6) feet at maturity.
- Q. Service Building. If a service building is provided, it shall conform to the following:
1. Be located ten (10) feet or more from any manufactured dwelling spaces;
 2. Be permanent construction and be adequately lighted;
 3. Be of moisture-resistant material to permit frequent washing and cleaning. Joints between floor and wall must be watertight. Base covering shall be installed in the toilet rooms and laundry rooms;
 4. Have adequate heating facilities to maintain a temperature of 65 degrees Fahrenheit during cold weather, and to supply a minimum of three gallons of 120 degrees Fahrenheit minimum hot water per hour per manufactured dwelling space during the time of peak demands;
 5. Have all rooms well ventilated;
 6. Have toilet rooms separated by a sound resistant wall where toilet rooms for males and females are in the same building;
 7. Have each toilet and shower compartment shielded to provide privacy;
 8. Have a properly equipped laundry room containing at least one (1) clothes washing machine and one (1) clothes drying machine. In lieu of a drying machine, adequate outside drying space shall be provided adjacent to the service building.
- R. Recreational Vehicle Parking Area. Each manufactured dwelling park shall have an area designated for the parking and storage of recreational vehicles. Roadways, vehicular parking areas, patios, and yards shall not be used for long-term parking or storage of trailers, boats, campers, and other recreational vehicles. The recreational vehicle parking area shall have a surface of asphaltic concrete or Portland Cement Concrete. Each space designated for the parking of recreational vehicles shall have a minimum width of ten (10) feet, a minimum length of 22 feet, and sufficient area beyond the space to allow the entry and exit of recreational vehicles. There shall be at least two (2) recreational vehicle parking spaces in the recreational vehicle parking area. In addition, there shall be at least one (1) recreational vehicle parking space for every seven (7) manufactured dwelling spaces in the manufactured dwelling park.

17.35.050 Siting Manufactured Dwellings. Manufactured dwelling within a manufactured dwelling park shall be sited in accordance with the following setbacks:

- A. A minimum of fifteen (15) feet from any other manufactured dwelling;
- B. A minimum of five (5) feet from any accessory building on any adjoining manufactured dwelling space;
- C. A minimum of ten (10) feet from any property line (excluding the boundaries between manufactured dwelling spaces);
- D. A minimum of 15 (fifteen) feet from any public right-of-way;
- E. A minimum of five (5) feet from any common roadway or walkway within the manufactured dwelling park.

17.35.070 Recreation Area. A minimum of 5,000 square feet or 200 square feet per manufactured dwelling space, whichever is greater, shall be provided and maintained by the owner of the manufactured dwelling park for a recreation area for group or community activities. The Planning Commission may require such

area to be protected from streets, parking areas, or the like, by a fence, or the equivalent, at least 30 inches in height. Each such required area shall be maintained in a clean and orderly condition by the owner of the park.

17.35.090 Interpretation of this chapter. This chapter is intended to establish the minimum requirements for manufactured dwelling parks within the City. The Planning Commission shall, in considering an application for a conditional use permit for a manufactured dwelling park, consider the effects of the manufactured dwelling park upon the surrounding area, upon the utility systems of the City, and upon the streets and traffic volumes within the City.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature

Date

Applicant's Signature

Date

Title Holder's Signature

Date

Title Holder's Signature

Date

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.

For more information please contact:
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503-751-0147
www.ci.monmouth.or.us