



MOBILE HOME OR TRAVEL HOME PARK NEW LICENSE APPLICATION OR CONSTRUCTION PERMIT

New License _____ Expansion _____ (% of park expansion) New Park _____

APPLICANT'S NAME _____ PHONE _____

ADDRESS _____ EMAIL _____

OWNER'S NAME * _____ PHONE _____

ADDRESS _____ EMAIL _____

NAME OF PARK _____

PARK ADDRESS _____ PARCEL # _____

LEGAL DESCRIPTION (attach deed) _____

CURRENT ZONING DISTRICT _____ TYPE OF PARK travel mobile

NUMBER OF SPACES _____ TOTAL ACREAGE _____

DESCRIBE THE PARK – General description including any additional proposed future development, and other pertinent information.

attached additional pages if necessary

Applicant's Signature

Date



ATTACH A SITE PLAN – The site plan will be reviewed and kept on file for historical purposes. It is important that it be accurate. The plan should have the following:

1. Name of Park
2. General Site Plan – drawing should be to scale (minimum 1" = 40') with dimensions shown for all spaces, setback lines, property lines, and roadways. Playground areas, parking, storage facilities and accessory buildings should also be shown on the drawing.
 - a. If the park is an existing park and contains both mobile home and travel home areas, spaces should be identified as to their use. The size and location of each existing mobile home shall be shown.
3. Existing physical features such as streams, drainage courses and irrigation ditches, floodplains, types of vegetation, general slope of land, and surrounding land uses should be shown.
4. Domestic water distribution pipes, sanitary sewer mains and collection, drainage pipes, ditches, pans or other drainage structures, fire protection, lighting, and existing landscaping should be shown.

***Please complete if the applicant is not the owner of the property**

I hereby grant permission for _____ to apply for this procedure as my representative.

Property owner signature

Date

for office use only



NEW PARK OWNER LICENSE

- Fee Paid _____ Receipt Number _____ Date: _____
- Site Plan Submitted Date: _____
- Reviewed by _____
- (\$10.00 per space) Number of Spaces _____ Amount Paid \$ _____

• History

- Is the Park Non-Conforming? _____ Date of original review _____
- Is the Park Conforming? _____
- If a Mobile Home Park – Zone MHR _____
- If a Travel Home Park – Zone B2 - Date Conditional Use Approved by Planning Commission _____
- Date New Park Owner License Issued by the City Manager _____

Comments:



**LESS THAN 30% EXPANSION OF A NON-CONFORMING MOBILE OR TRAVEL HOME PARK
CONSTRUCTION PERMIT**

- Expansions Less than 30% are allowed ONE TIME. If deviations are requested, the deviation must be approved by the City Council. See 15.52.100.E.1
- Is a Deviation requested _____ What deviation is requested?

- If yes, when was it approved by City Council? _____
- What was approved?

- If no, design criteria must be followed.
- Fee Paid (\$250.00), plus \$10.00 per space = \$ _____
- Site Plan Approved by the Planning Commission Date: _____
- Site Plan Approved by the City Council Date: _____
- License Issued by the City Manager _____

Comments:



**EXPANSION OF A CONFORMING MOBILE OR TRAVEL HOME PARK
CONSTRUCTION PERMIT**

- Travel Home Parks are a conditional use in the B-2 zone.
- Is this a travel home park? If yes, was the conditional use for the expansion approved by the Planning Commission? Date of approval _____
- The site plan, for Mobile Home and Travel Home must be reviewed by the Planning Commission and a recommendation made to the City Council 15.52.080.C and 15.52.070.C
- Date site plan approved by the Planning Commission _____
- Date site plan approved by the City Council _____
- Date license for the park expansion was issued by the City Manager _____
- Fee Paid (\$250.00), plus \$10.00 per space = \$ _____
- Comments:



NEW TRAVEL HOME PARK CONSTRUCTION PERMIT

- Zone **B-2** Conditional Use Approved by Planning Commission Date _____
- Site Plan Approved by the Planning Commission _____
- Site Plan Approved by the City Council _____
- Fee Paid (\$250.00), plus \$10.00 per space = \$ _____
- Approved by the City Council Yes No Date _____
- New License Issued by the City Manager _____
- Comments:

NEW MOBILE HOME PARK CONSTRUCTION PERMIT

- Zone **MHR** Yes No
- Date site plan approved by Planning Commission _____
- Date site plan approved by the City Council _____
- Fee Paid (\$250.00), plus \$10.00 per space = \$ _____
- Site Plan approved by the City Council Date _____
- License Issued by the City Manager _____

Comments:
