

MANUFACTURED HOMES: SINGLE-WIDE & SECTIONAL

INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. **Applicants are required to fill in the column, “Applicant” and sign the application form confirming that all of the required information has been provided.**

To expedite the evaluation, all materials submitted must be clear, legible and precise. Accurate and legible drawings are required (rough sketches are not acceptable) in order to ensure that your application is processed accurately and in a timely manner. To achieve this level of customer service, **staff are instructed to accept only complete applications which include plans/drawings prepared to professional drafting standards.**

If any of the required information is not provided, your application will not be accepted. If an application is accepted, and upon review found to be missing required information, you will be contacted. **The processing of your application will not proceed until the necessary information is submitted.**

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	1. CURRENT COPY OF THE CERTIFICATE OF TITLE (No older than 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	2. OWNER AUTHORIZATION (if the applicant is not the Owner)
<input type="checkbox"/>	<input type="checkbox"/>	3. APPLICATION FEE
<input type="checkbox"/>	<input type="checkbox"/>	4. SITE PLAN/CONTEXT PLAN (2 sets) – to scale and dimensioned (min. scale 1:500) showing:
<input type="checkbox"/>	<input type="checkbox"/>	• North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	• Municipal Address and Community Plot number (If in R5P district)
<input type="checkbox"/>	<input type="checkbox"/>	• Legal Description (Lot, Block, Plan)
<input type="checkbox"/>	<input type="checkbox"/>	• Property Lines and Community Plot Lines (If in R5P district)
<input type="checkbox"/>	<input type="checkbox"/>	• Front, side and rear setbacks of the manufactured home including decks from property lines, community plot lines (if in R5P district) and adjacent community facilities, buildings, accessory structures and manufactured homes
<input type="checkbox"/>	<input type="checkbox"/>	• Outline and location of manufactured home, decks, landings, steps and accessory buildings on the community plot (all dimensioned)
<input type="checkbox"/>	<input type="checkbox"/>	• Label location of vehicle entry (only applicable to detached garages located on the site)
<input type="checkbox"/>	<input type="checkbox"/>	• Any utility poles, transformer boxes, hydrants, light standards, on or adjacent to the site
<input type="checkbox"/>	<input type="checkbox"/>	5. ELEVATION DRAWINGS (1 set) – to scale and dimensioned showing:
<input type="checkbox"/>	<input type="checkbox"/>	• Exterior of proposed manufactured home including windows and doors
<input type="checkbox"/>	<input type="checkbox"/>	• Exterior finishing materials of manufactured home including its foundation, exterior walls and roofing materials
<input type="checkbox"/>	<input type="checkbox"/>	• Dimensioned height from grade on each elevation
The following must also be provided on the elevation drawings if the manufactured home will be located in an R1, R2 and R3 Residential district or a C1 Commercial district.		
<input type="checkbox"/>	<input type="checkbox"/>	• Dimensioned height of the main floor from grade on each elevation
<input type="checkbox"/>	<input type="checkbox"/>	• The pitch of the roof

