

FAMILY MEMBER MOBILE HOME

MINIMUM REQUIREMENTS FOR THE FAMILY MEMBER MANUFACTURED HOME?

- Family member manufactured homes are only allowed in the Rural Agricultural Conservation (RAC) Zoning District.
- Only one Class B (single wide) manufactured home is allowed.
- The minimum lot size for a primary residence with a family member manufactured home shall be 60,000 square feet.
- The specified family member must be related to the owner/occupant of the primary residence on the property.
- The manufactured home shall be removed no later than ninety (90) days after no longer being occupied by the specified occupant.
- Only one family member manufactured home is allowed per parcel.
- No family member manufactured home shall be allowed on a lot with another Class B (single wide) manufactured home.

WHAT MUST I PROVIDE TO OBTAIN APPROVAL FOR A FAMILY MEMBER MANUFACTURED HOME?

- Central Permitting Application
- A letter stating the family member for which the manufactured home is being requested, to include plans for the home once it is no longer occupied by the family member(s).
- A plat of the parcel showing the boundaries of the lot, placement of the home, and other existing structures.
- Proof of ownership (copy of the deed).
- A permit from the Health Department for construction of water and sewer provisions.

HOW LONG WILL IT TAKE TO PROCESS MY APPLICATION?

Initially, the process requires a 30-day notification period to adjacent property owners. Staff will need an additional 5 days to evaluate and process the application.

WHAT IS THE PROCEDURE FOR OBTAINING APPROVAL FOR A FAMILY MEMBER MANUFACTURED HOME?

1. We recommend scheduling a pre-application meeting with the Planning and Zoning Department to review the application process and discuss questions that you might have.
2. Once a completed application is submitted, Planning Staff will send written notification by certified letter to the last known address of each adjacent property owner advising them of the proposed family member manufactured home. The letter will also inform adjacent owners that the permit may be issued if written comments are not received within 30 days.
3. You must post a sign provided by the Planning and Zoning Department on the property no less than 14 days prior to the expiration of the 30 day period.
4. If no written objection from any adjacent property owner is received within 30 days of the date of sending the notification letter, and Staff determines that the proposed manufactured home complies with the Zoning Ordinance.
 - If written objection is received from any adjacent property owner so notified within 30 days of the date of sending the notification letter, Planning Staff may not issue a Zoning Permit unless and until such time as a Conditional Use Permit is approved by the Board of Supervisors with a recommendation by the Planning Commission, in accordance with procedures outlined in the handout entitled "Conditional Use Permit".
5. After approval follow procedures for a Mobile Home on private property.

IS THERE AN APPLICATION FEE?

No, there is no initial application fee. If written objection is received however, and a Conditional Use Permit is required for the manufactured home, the application fee is \$1,200.

HOW LONG IS THE PERMIT VALID?

The permit is valid until the family member for which the permit was obtained no longer occupies the manufactured home.

WILL I NEED OTHER PERMITS?

You will need Zoning, Stormwater and Building Permits.

Revised February 25, 2019

If you have any questions, please call the Central Permitting office at 757-365-6211 or email at planreview@iwus.net



CENTRAL PERMITTING APPLICATION

APPLICATION #

**PLEASE CIRCLE ONE:
RESIDENTIAL OR NON-RESIDENTIAL**

Applicant's Name _____ Company Name _____
 Address _____ City, State, Zip Code _____
 Phone No. _____ Email _____
 Property Owner(s) Name(s) _____ Address _____
 City, State, Zip Code _____ Phone No. _____
 Project Address (if different) _____

Is this application for NEW CONSTRUCTION? Yes _____ No _____

- What is the total square footage of disturbed area for the project? _____
- What is the proposed height of the structure? _____
- What is the square footage of structure/addition? _____

Is this application for an EXISTING STRUCTURE? Yes _____ No _____

Is this application for a business? Yes _____ No _____

- Proposed Business Name: _____
- Total square footage of structure: _____ Operating hours: _____ to _____
- How many employees? _____ How many commercial vehicles? _____
- Will your business have a sign? Yes _____ No _____ If yes, what type? _____

(Additional permits will be required for any signs)

Utilities (check all that apply): Public Water ____ Private Well ____ Public Sewer ____ Private Septic ____

- Is this application in response to a violation? Yes ____ No ____
- Provide a **detailed** description of project:

I, the undersigned applicant, certify that this application is complete, accurate and contains all required and requested information, documents and other submittals, and that all statements made herein are, to the best of my knowledge, true and correct. I further certify that I have exercised due diligence to obtain the most recent, complete and correct information available.

Signature of Applicant _____ Date _____

OFFICE USE ONLY		Health Department:	Yes _____	No _____
Received By:	_____	Building Permit:	Yes _____	No _____
Date received:	_____	Storm Water:	Yes _____	No _____
Municipality:	_____	Ches Bay:	Yes _____	No _____
Zoning District:	_____	RPA:	Yes _____	No _____
Subdivision:	_____	HARC:	Yes _____	No _____
Tax Map #:	_____	Reviewer:	_____	Approved: _____