

CITY OF SHEPHERD  
MANUFACTURED HOME APPLICATION INFORMATION

Manufactured Homes shall be installed in approved manufactured home parks, manufactured homes subdivisions, or *defacto* manufactured home subdivisions.

Used manufactured homes – Any used manufactured home must pass a HUD inspection or other inspection by a licensed inspector before the Occupancy Permit will be issued.

Exceptions:

1. Any new manufactured home, or used manufactured home which has passed an inspection by a licensed inspector, that will be installed on a tract of property of 2 acres or more in size outside of a residential subdivision is exempt from the above restriction.
2. The City Council may grant a **variance** to the restriction above whenever it believes that the proposed manufactured home will have a median taxable value equal to or greater than other single-family homes within 500 feet of the property on which the manufactured home will be located, as determined by the most recent certified tax appraisal for San Jacinto County.
  - Variance – Any person who seeks an exception or variance to this ordinance may submit his/her request in writing to the City Secretary who shall present the request to the City Council for its consideration. The City Council may grant a variance if it finds that granting the requested variance promotes fairness, does not reward self-created hardships, does not provide special favors, and is clearly in the best interest of the public and the neighborhood in which it may be placed. Each variance request shall be considered on its own merits on a case-by-case basis, and shall not be construed to set a precedent for future requests.

It shall be a condition of each manufactured home's use and occupancy permit that the home be installed in accordance with all applicable federal and state regulations, specifically including the requirements of §80.21 of Title 10, Part 1, Chapter 80 of the Texas Administrative Code and is constructed according to drawings, as required by that sections, which state that the foundation is a permanent foundation for a manufactured home.

Outside of manufactured home parks, it shall be an additional condition of each home's use and occupancy permit that:

- Manufactured homes must be securely fixed to a permanent foundation by a licensed installer in accordance with §80.21 of Title 10, Part 1, Chapter 80 of the Texas Administrative Code.
- Manufactured homes must comply with building setback lines.
- Manufactured homes must be skirted to conceal view of the undercarriage from all sides.
- Manufactured homes shall be accompanied by an accessory building providing not less than 400 cubic feet of storage space.

**City of Shepherd  
Manufactured Home Installation Application**

<b>Applicant Information:</b> Applicant: _____ Job Site Address: _____ Lot Size: _____ Total Acreage: _____ Owner's Name: _____ Mailing Address: _____ City, State, Zip: _____ Phone Number: (_____) _____
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<b>Dealer/Installer Information:</b> Name of Licensed Dealer/Installer: _____ Installer's Address: _____ Phone Number: _____ License Number: _____
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<b>Manufactured Home Data:</b> Manufacturer: _____ Year: _____ Model: _____ Size: _____ Area/Sq ft: _____ State Insignia Number: _____ Serial Number: _____ Unit 1: _____ Unit 2: _____ Unit 3: _____ HUD Inspection Permit Number (if required): _____
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**Please sign and date application**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Office Use Only:</b> Date Received: _____ Received by: _____ Permit Number: _____ Permit Fee: _____
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