

FOR OFFICE USE ONLY

Application #: _____

Date Received: _____

(541) 454- 2743
500 W. 1st Street
P.O. Box 68
Arlington, OR 97812



**City of Arlington
Manufactured Home Application
(not located in a park)**

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

PROPERTY OWNER AND APPLICANT INFORMATION

Applicant Name _____

Phone _____

Address _____

Mailing Address (if different) _____

City _____ State _____ Zip Code _____

Email _____

Property Owner _____

Phone _____

Address _____

Mailing Address (if different) _____

City _____ State _____ Zip Code _____

Email _____

PROPERTY DESCRIPTION

Location (address, intersection, general area): _____

Map # _____ Township _____ Range _____ Section _____

Tax Lot(s) _____

Subdivision Name _____ Block _____

Lot(s)# _____ Zoning _____

Present Land Use _____

MANUFACTURED HOME INFORMATION

Make _____

Model _____

Year _____ Dimensions _____

Foundation _____

Home description _____

TO COMPLETE THIS APPLICATION, PLEASE SUBMIT THE FOLLOWING:

Complete application: *signed by the property owner and the applicant*

Application fee

Proof of ownership

Letter of authorization signed by property owner (if an agent)

Building permit application

Photos/elevation drawings of manufactured home

Height of proposed structure

Flood elevation certificate (if located in floodplain)

ODOT access permits (if applicable)

Site plan – showing location, intent, and design of a project. A professional or novice sketch of the project must include but is not limited to:

Position on the lot

Lot dimensions

Setbacks

Proposed structures

Existing structures

Existing easements

Existing fences/height

Proposed fences/height

Street names accessing lot

Driveway location

Off-street parking

Utilities

Flood plain (if applicable)

Cut/fill (if applicable)

MANUFACTURED HOME SITING STANDARDS (Section 4.9 – Arlington Zoning Ordinance)

Only those manufactured homes used as permanent residences and manufactured after June 15, 1976, which exhibit the Oregon Department of

Commerce “Insignia of Compliance” that indicates conformance with Housing and Urban Development (HUD) standards shall be permitted.

Such manufactured homes shall be at least twenty-four feet (24’) wide, with exterior dimensions enclosing a space of not less than eight hundred sixty four (864) square feet.

In addition, the manufactured home shall have horizontal siding or other siding materials, similar to that presently used on houses constructed under the Uniform Building Code (UBC).

Have a wood or composition shingle roof with a nominal pitch of three feet (3’) in height for each twelve feet (12’) in width.

The manufactured home shall be attached to permanent foundation. Foundations, tie-downs or other supports shall be provided to withstand the specified horizontal, up-lift and overturning wind forces on a manufactured home, based on accepted engineering design standards, as approved by the Oregon State Department of Commerce. All wheels and towing assemblies shall be removed.

Be placed on an excavated and backfilled concrete foundation, enclosed at the perimeter with no more than sixteen inches (16”) of the enclosing concrete or masonry material exposed above grade. Where the building site has a sloped grade, no more than sixteen inches (16”) of the enclosing material shall be exposed on the uphill side of the home. If the manufactured home is placed on a basement, the sixteen (16”) limitation shall not apply.

The unit shall have a continuous perimeter or skirting that shall be composed of the same material and finish as the exterior of the unit, or shall be of brick, concrete or masonry block. Such skirting shall be secure against the entrance of animals but there shall be provisions for ventilation and access to the space under the unit.

By signing this application, the undersigned certifies that he/she has read and understands the submittal requirements stated above. Please note: if the applicant makes a misstatement of fact on the application regarding ownership, authority to submit the application, acreage, or any other fact material relied upon in making a decision the City Recorder may upon notice to the applicant and subject to an applicant’s right to a hearing declare the application void.

To properly process your land use application, the City may rely upon professional consultants to assist City Staff. All planning fees listed in the City Fee Schedule are deposits. Applicants will be charged the deposit or actual planning costs, whichever is greater. Final approval will not be issued with any outstanding balances.

Costs include, but are not limited to, advertising/public notice, mailings, legal counsel, planning consultant services, filings and engineering costs identified with the specific land use request.

After completion of the review process or after a final decision is rendered by either staff or City Council, the City will send a final invoice to the applicant. Building permits will not be issued until the land use fees are paid in full to the City.

Applicant: _____ Date: _____
Signature

Property Owner : _____ Date: _____
Signature