

MOBILE HOME PARK APPLICATION

Project Number	Project Name (15 characters)	Case Number	Date Received
----------------	------------------------------	-------------	---------------

TYPE OF MOBILE HOME PARK APPLICATION

Mobile Home Park Preliminary (MHP)
 Mobile Home Park Final (MHF)

IS THIS A MODIFICATION OR AN ADDITION OF AN EXISTING APPROVAL? NO YES

Case # _____

DESCRIBE THE PROPOSED MOBILE HOME PARK. ATTACH A DETAILED PROJECT NARRATIVE ABOUT THE PROJECT DESCRIBED IN THIS APPLICATION.

CURRENT USE OF LAND: _____

WILL THE PARK HAVE TRANSIENT CAMPER SPACES? YES NO

UTILITIES AVAILABLE: WATER: Public On Site SEWER: Public On Site

UNIQUE CHARACTERISTICS OF LAND: _____

For more information regarding the permitting process and the submittals required for a complete application, please see the reverse side.

If you need any assistance filling out this form, please contact the Permit Center at 586-0770.

MOBILE HOME PARK FEES

	Fees	Check No.	Receipt	Date
Application Fees	\$ _____	_____	_____	_____
Admin. of Guarantee	\$ _____	_____	_____	_____
Adjustment	\$ _____	_____	_____	_____
Pub. Not. Sign Fee	\$ _____	_____	_____	_____
Pub. Not. Sign Deposit	\$ _____	_____	_____	_____
Total Fee	\$ _____	_____	_____	_____

NOTE: MUST BE ACCOMPANIED BY DEVELOPMENT PERMIT APPLICATION FORM

TO BE COMPLETED BY THE APPLICANT

MOBILE HOME PARK SUBMITTAL REQUIREMENTS

Each application for a Mobile Home Park is reviewed by the Planning Commission at a public hearing through the Conditional Use Permitting Process. The permit procedure is intended to provide the Commission the flexibility necessary to make decisions tailored to individual applications. The Commission may stipulate conditions to mitigate external adverse impacts from the proposed use. If it is determined that these impacts cannot be satisfactorily overcome, the permit shall be denied.

Pre-Application Conference: A pre-application conference is required prior to submitting an application. The applicant will meet with City & Borough of Juneau and Agency staff to discuss the proposed development, the permit procedure and to determine the application fees. To schedule a pre-application conference, please contact the Permit Center at 586-0770 or via e-mail at Permits@ci.juneau.ak.us.

Application: An application for a Mobile Home Park Permit will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

Forms: A completed Mobile Home Park Permit Application and Development Permit Application form. The "land owner or lessee consent" signature is mandatory for all landowners on the Development Permit Application form.

Fees: The fee for Preliminary Review is \$90.00 per lot or \$250.00, whichever is greater. The fee for Final Review is \$60.00 per lot or \$250.00, whichever is greater. Any development, work or use done without a permit issued will be subject to double fees. All fees are subject to change.

Project Description: A detailed letter or narrative describing the project.

Plans: All plans are to be drawn to scale and clearly show the items listed below:

Preliminary Plan:

- A. Complete Engineered Drawings are not required, but plans should include all information necessary to allow for review of all design standards listed under 49.65.310(b)

Final Plan:

- A. The name, address, and interest in the property of the applicant
- B. The location and legal description of the mobile home park
- C. Complete Engineer drawn plans and specifications including: the area and dimensions of the tract of land; the number, location, and size of all lots with the required yard setback designated on each lot; the location, width and surface of access streets and walkways; the location of water and sewer lines; the location, type and size of sewage disposal facilities; the location of water source; the location and size of any buildings existing or proposed for construction within the mobile home park; a plan for refuse disposal; the location and distribution of electrical systems; the location and storage of heating fuel; and the location and size of play ground areas.

Document Format: All information that is submitted as part of an application shall be submitted in either of the following formats:

- A. Electronic copies may be submitted by CD, DVD or E-mail in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf or other formats pre-approved by the Community Development Department.
- B. Paper copies may not be larger than 24" X 36" (Unless a larger paper size is preapproved by the Community Development Department).

Application Review & Hearing Procedure: Once the application is determined to be complete, the Community Development Department will initiate the review and scheduling of the application. This process includes:

Review: As part of the review process the Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. Depending on unique characteristics of the permit request the application may be required to be reviewed by other municipal boards and committees. During this review period, the Community Development Department also sends all applications out for a 15-day agency review period. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

Hearing: All Mobile Home Park Permit Applications (Preliminary and Final) must be reviewed by the Planning Commission. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting.

Public Notice Responsibilities: As part of the Mobile Home Park permitting process, all permit requests must be given proper public notice, which consists of the following:

Community Development Department: Will give notice of the pending Planning Commission meeting and its agenda in the local newspaper a minimum of 10-days prior to the meeting. Furthermore, the department will mail abutters notices to all property owners within 500-feet of the project site.

Applicant: Will post a sign on the site at least 14-days prior to the meeting. The sign shall be visible from a public right-of-way or where determined to be appropriate by the Department. Signs may be produced by the Community Development Department for a preparation fee of \$50, and a \$100 deposit that will be refunded in full if the sign is returned by 4:30 p.m. on the Monday following the scheduled hearing date. If the sign is returned later than the Monday after the Planning Commission meeting, but within two weeks of the meeting, \$50.00 may be refunded. The applicant may make and erect their own sign. Please speak with the Community Development Department for more information.

Responsibilities of Mobile Home Park Management:

1. The person to whom a Mobile Home Park permit is issued shall operate the park in compliance with this chapter and shall provide adequate supervision to maintain the park, its facilities and equipment in good repair and in a clean and sanitary condition.
2. The park management shall notify park occupants of all applicable provisions of this chapter and inform them of their duties and responsibilities under this chapter.
3. The park management shall supervise the placement of each mobile home on the mobile home stand.
4. The park management shall provide and maintain the proper size electrical receptacle, breaker and grounding at the electrical service for each mobile home lot.
5. The park management shall maintain a current register containing the names of all park occupants identified by lot number or street address. Such register shall be available to any authorized person inspecting the park.
6. The park management shall maintain roads within the mobile home park in a condition which will permit the park occupants safe access to and from each mobile home. The roads shall meet maintenance standards acceptable to the City and Borough.

Responsibilities of the Occupants of the Mobile Home Park:

1. Each park occupant shall comply with all applicable requirements of this chapter and shall maintain his or her mobile home lot, facilities, and equipment in good repair and in a clean and sanitary condition.
 2. Each park occupant shall be responsible for proper placement of the mobile home on the mobile home stand and proper installation of utility connections in accordance with City and Borough standards.
 3. Porches, awnings, and other additions shall be installed only if permitted and approved by the park management. When installed they shall be maintained in good repair.
 4. Each park occupant shall store and dispose of all rubbish and garbage in a sanitary and safe manner. The garbage container shall be rodentproof, insectproof, and watertight.
 5. Smoke alarms and fire extinguishers for Class B and Class C fires shall be kept at each park occupant's premises and maintained in working condition.
 6. The area beneath the mobile home shall be enclosed by skirting.
-

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED