

MANUFACTURED HOME CHECKLIST

****USE THIS CHECKLIST TO ENSURE REQUIRED INFORMATION IS ON SITE PLAN****

PLANNING DIVISION MANUFACTURED/MOBILE HOME SITE PLAN INSTRUCTIONS CHECKLIST – 2 COPIES	
CHECK	ITEM
<input type="checkbox"/>	SITE PLAN MUST BE ON 8 ½" X 11 or 11 X 17 SHEETS or
<input type="checkbox"/>	Use the blank site plan provided with application for your Site Plan (scale not required)
<input type="checkbox"/>	Scale Site Plan at 1" = 10', 1" = 20' or larger (Indicate Scale Used on Site Plan)
<input type="checkbox"/>	Site address and Lot Number, parcel number, and North arrow must be indicated on Site Plan.
<input type="checkbox"/>	No home shall be located closer than 15 feet from any other home or permanent building within the mobile home park development, except for garages and sheds used as an accessory use.
<input type="checkbox"/>	Individual lot lines, with corners and dimensions must be shown and labeled along with any easements (utilities, access, etc.)
<input type="checkbox"/>	Front, rear, and side home setback dimensions from lot lines must be measured and shown on Site Plan from the nearest point of the structure to the lot line. (Note: This includes landings and decks)
<input type="checkbox"/>	Indicate location, dimension of proposed home, including decks and porches. Include other homes on either side of proposed home. Make a clear distinction between the existing and proposed home, if applicable. (Remember there must be 15' separation from home to home)
<input type="checkbox"/>	The use of each building (garage, residence, etc.) must be identified on Site Plan.
<input type="checkbox"/>	If applicable, critical areas on the site (streams, wetlands, slopes) and their buffers. (Note: If critical Areas are determined to be on or adjacent to the site, additional information will be required in order to ensure the requirements of the City's Critical Areas Ordinance are met).
<input type="checkbox"/>	If applicable, accurate locations of Shoreline jurisdiction boundaries or Floodplain boundaries.
<input type="checkbox"/>	Any other information that the Planning & Building Department deems necessary for review of the application. (Check with staff prior to application).