

EXPLANATION OF PROCEDURE

FOR

CONDITIONAL USE PERMIT

FOR MOBILE HOME

The procedure is as follows for application for a conditional use permit:

1. Check with the Business Office to see what your present zoning is and the designation of the one you desire. The Building Inspector will be happy to help you with this.
2. Ordinance No. 732, adopted May 16, 1977, required the applicants to submit with their application a list of the names and addresses of all property owners of record within 300 feet of their request. This list must be current and certified. This information should be submitted on the attached forms. A map delineating the 300-foot notice area will be furnished by the business office upon request.
3. Complete both copies of the application and the above-required material to the Inspection Department at 415 4th Street. The fee for the application is \$100.00 and shall be paid upon filing of the application.
4. Your application with complete plot plan must be filed with the City Clerk, and temporary 60 permit issued prior to Moving Mobile Home on location. Upon final inspection by Inspector and found all requirements are met, permanent permit will be issued.
5. SECTION ONE: MOBILE HOME PERMITS
Permit for parking outside of a Mobile Home Park.

- A. It shall be unlawful for any person to park, use or occupy any mobile home within the limits of the City of Alva, except in a Mobile Home Park or area designated by the City of Alva Zoning Ordinances for Mobile Homes, without having first obtained a permit to do so.
- B. The Mobile Home occupant for any location outside a Mobile Home Park must obtain a Permit, by making application to the City Clerk for such permit.
- C. No permit shall be issued unless the following provisions are met.
 1. No permit for parking of a Mobile Home outside of a

trailer Park or designated zoned area within the City of Alva shall be issued except upon written consent of 70% of the owners of property within a radius of 300 feet of the location of such Mobile Home.

2. The owner must produce proof in writing that the particular area in which the Mobile Home is to be located does not have plat restrictions prohibiting the moving in of structures, or would violate other plat restrictions which provide for minimum size, type of construction, cost of construction, or other related matters.

3. The applicant must produce proof in writing that he is the owner of record of either the particular lot on which the Mobile Home is to be located or the owner of the Mobile Home structure.

4. Particular lot on which the Mobile Home is to be located must be a lot of record, free of other dwellings or principal structures and of sufficient size to comply with the provisions of the City of Alva zoning regulations.

5. Every Mobile Home within the corporate limits of the City, whether in Mobile Home Parks or without, shall be skirted or enclosed from the floor to the ground, so that the area thereunder cannot be used for the occupancy of animals, and in such manner that the underside of said Mobile Home cannot be observed from the street. Skirting material shall be of a durable, water proof and fire resistant nature.

6. All Electrical, Water, Sewer, and Gas connections shall conform to the present requirements set forth by Ordinance for the City of Alva.

7. Every Mobile Home within the corporate limits of the City, whether in a Mobile Home Park or without, must have anchors of sufficient quantity and strength to resist a wind velocity of 90 miles per hour imposed on the structure. The Minimum number of tie-downs is as follows:

<u>10 and 12 Feet Wide Units</u>	<u>No. Frame Ties Each Side</u>	<u>No. Over the Top Each Side</u>
30 to 50 feet long	5	4
51 to 60 feet long	6	4
 <u>12 and 14 Feet Wide Units</u>		
60 to 70 feet long	7	4

Above 70 feet long, one (1) tie-down every 10 feet.
Tie strips or cables, ground anchors, and all included hardware

of the system must be designed for holding capacity of not less than 4800 pounds per anchor point.

8. The Mobile Home shall be supported by foundation piers under at least the two widest spread structure undercarriage beams of the Mobile Home.

Each foundation pier shall have a solid masonry block footing with area bearing on the ground of not less than two (2) blocks in width (each block 8 inches by 16 inches by 4 inches thick). Distance between piers shall be not more than ten (10) feet center to center, and end piers shall be within five (5) feet of the end of the Mobile Home. In no case should there be fewer piers than the number of anchor points of over the top tie-downs.

Pier construction above the solid masonry block footing shall be of termite resistant material. The Bearing area of the pier shaft resting on the footing shall be not less than 9/10th. of a square foot in area.

9. Upon meeting provisions 1, 2, 3, and 4 under subsection C. the Mobile Home may be placed on the particular lot and the owner will be given 60 days to meet the balance of the provisions of the Ordinance. Upon completion of all of the provisions contained herein and inspected by the City Inspector, the permit shall be issued.

At any time a Mobile Home is located on a lot under the provisions herein, is removed from that particular lot, and not replaced with another Mobile Home within one year, the provisions of this Ordinance shall be met before a new permit is issued.

The Cost of the permit shall be \$10.00 payable at the time of its issuance.

D. Owners of existing Mobile Home Structures shall have until January 1, 1978 to comply with provisions C-5 and C-7 of this Ordinance.

E. Each day's violation of this Ordinance shall constitute a separate and distinct offense.

F. Each time a Trailer is moved from one location to another, gas lines must be tested by a Licensed Plumber and Inspected by the City.

APPLICATION FOR CONDITIONAL USE PERMIT

APPLICATION IS HEREBY MADE TO THE BOARD OF ADJUSTMENT FOR CONSIDERATION OF GRANTING A CONDITIONAL USE PERMIT AT THE FOLLOWING DESCRIBED PROPERTY:

Address or general location _____

A sketch showing the boundaries and general location of the property () is attached, () is on the back of this sheet.

Present use of property _____

Proposed use of property _____

Record owner of property _____

If applicant is other than the owner, indicate applicant's interest: () purchaser, () lessee, () agent for, or other: () _____

Are there any deed restrictions controlling the use of this property? _____ if so, please attach a copy thereof.

I hereby certify that the information herein submitted is complete, true, and accurate.

Signed: _____ Date: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

NOTE: For a PDD (Planned Development District), additional information is required.

***** (APPLICANT DO NOT WRITE BELOW THIS LINE) *****

Application Received by:

Date:

Application No. _____
Atlas sheet No. _____
How is property shown on Comp. Plan Map _____
Is requested zoning consistent with Comp. Plan? _____
Notice sent to newspaper _____
Notice published _____
Sign posted _____
Fee (\$ _____) paid _____

Public hearing held _____
Planning Commission action _____
_____ Date _____
City Council Action _____
_____ Date _____
Ordinance No. _____
Entered on zoning amendment register by _____ Date _____
Entered on zoning map by _____
_____ Date _____

CERTIFICATION OF OWNERSHIP

DATE: _____

I, _____, hereby certify and attest that I am the owner of, the legal agent for the owner, or that I have an option to purchase the following described property in the City of Alva.

And, I further certify and attest that this legal description describes accurately the property requested for rezoning.

Signature: _____

Address: _____

NOTARY

Before me, the undersigned a Notary Public, in and for the State of Oklahoma, on this _____ day of _____, _____, personally appeared _____, to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

(SEAL)

My commission expires: _____

NOTARY PUBLIC

I hereby accept this Certification of Ownership in lieu of a deed or other legal document showing proof of ownership.

Signature: _____

Title: _____

OWNERSHIP LIST

Lot Sec	Blk Twn	Addition (or brief legal)	Property Address	Record (Owners)	Mailing Address Check box if same as property address.
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