

CITY OF OKEMAH
APPLICATION FOR MOBILE HOME PLACEMENT

FORM MH-1

Name _____

Address _____

Phone _____

Proposed Location _____

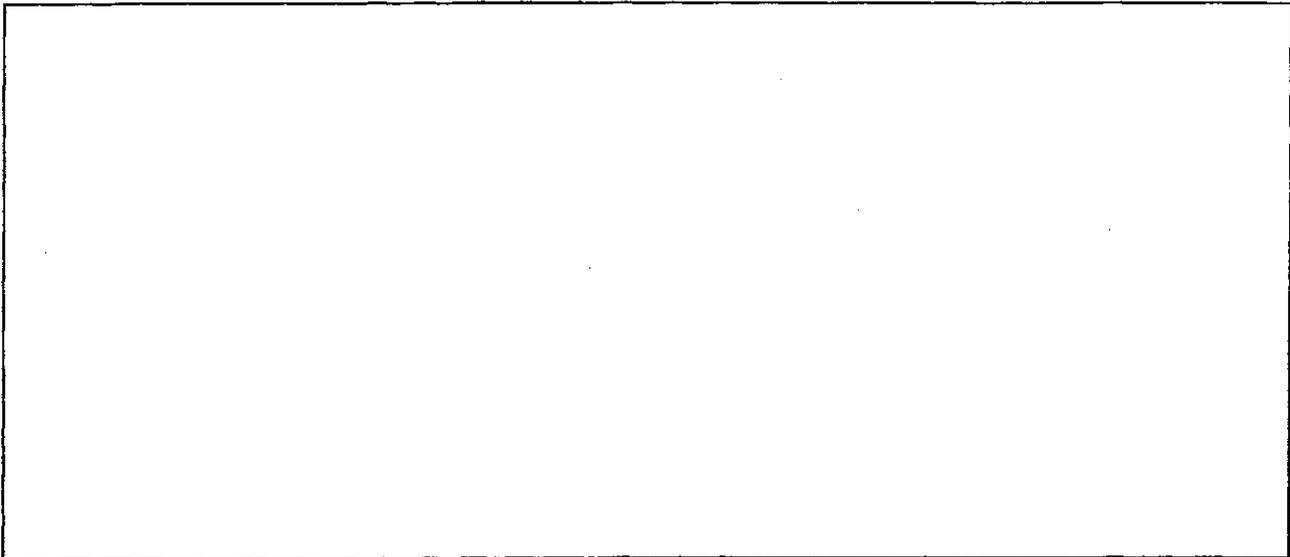
Street address (if known)

Legal Description, Lot, Block, Townsite or Addition

Size of lot(s) _____

Size & Type of Mobile Home _____

Diagram Showing measurements of the lot, measurements of the mobile home and Proposed location of home upon the lot; Show distance between home and the front, side and rear boundaries of the lot



Foundation _____

Size & Type

Type of Skirting _____

Method of Sewage, water and electricity connections:

Sewer _____

Water _____

Electricity _____

Attach List of property owners (and mailing address) within 300 Foot radius of the proposed site property boundaries. (Obtained from the Okfuskee County Assessor's Office).

Attach picture of mobile home (front, back and side views) which clearly show the condition of the mobile home. If new mobile home, Company Brochures may be used.

SECTION 12

PLANNING, ZONING AND DEVELOPMENT

ARTICLE D

MOBILE HOMES, RELOCATED HOMES, AND MODULAR OR MANUFACTURED HOMES; ADDITIONAL REGULATIONS

SECTION 12-345 DEFINITIONS.

The following terms and definitions shall be used for interpretation and explanation of the requirements of this section:

A. Anchoring equipment means straps, cables, turnbuckles, and chains, including tensioning devices, which are used with ties to secure a mobile home to ground anchoring;

B. Anchoring system means a combination of ties, anchoring equipment, and ground anchors that will, when properly designed and installed, resist overturning and lateral movement of the mobile home from wind forces and earthquakes;

C. Chassis or Frame means the structural component on which the body of the mobile home and the wheels for transportation are mounted

D. Footing or Foundation means that portion of the support system that transmits loads directly to the soil;

E. Modular Home or Manufactured Home means a Newly Constructed home which has been moved from its manufacturing site by conventional house moving methods or on a truck and has no permanent chassis. This home is then fully assembled and permanently joined to a foundation on the city site to be occupied as "living quarters".

F. A Mobile Home or Double-wide Mobile Home is defined as a manufactured single family dwelling not less than forty (40) feet in length nor less than ten (10) feet in width, designed for transportation on streets or highways on its own wheels (a permanent chassis) to any location ready to be occupied as "living quarters". A unit less than forty (40) feet in length or less than ten (10) feet in width shall be classified as a Camping Trailer and regulated by the ordinances, rules and regulations of the city pertaining to Camping Trailers and Recreational Vehicles.

G. Mobile Home Park means an officially approved unified development for two (2) or more mobile home spaces arranged on a tract of land under single ownership;

H. A Recreational Vehicle is defined as a vehicular, portable structure built on a chassis and designed to be used for temporary occupancy for travel, recreation or vacation use, being of any weight, but with a length not exceeding forty (40) feet and a width not exceeding ten (10) feet.

I. A Relocated Home is defined as a previously constructed home which has been move from its original building site by conventional house moving methods to another location to be occupied as "living quarters".

J. Running Gear means any wheels, hubs, tires, springs, etc. designed for the purpose of transporting the mobile home from one location to another.

K. Skirting means a type of wainscoting which encloses the lower part of the mobile home, covering wheels and under-carriage, and which is constructed of fire and weather resistant material, such as aluminum or cement asbestos board;

L. Support system means a combination of footers, piers., caps and shims that will, when properly installed, support the mobile home.

SECTION 12-346 REGULATIONS--MOBILE HOMES.

THE FOLLOWING REGULATIONS SHALL APPLY TO MOBILE HOMES AND DOUBLE-WIDE HOMES, REFERRED TO COLLECTIVELY AS "MOBILE HOMES".

- A. Before placement of a mobile home or double-wide mobile home within the City Limits of Okemah, the owner shall make application for a permit/variance from the City of Okemah as stated in Section V of this Chapter.
- B. For a mobile home there shall be a lot not less than fifty (50) feet in width; the length must be of sufficient length to provide the setback Distances as provided herein. A mobile home may not be placed on a lot occupied by another dwelling.
- C. The minimum depth of the front yard shall be twenty-five (25) feet: a side yard of not less than five (5) feet on both sides of an interior lot, or if located on a corner lot there shall be a side yard set-back from the intersecting street of not less than fifteen (15) feet; and a rear yard of not less than twenty (20) feet.
- D. A mobile home shall either bear a seal which certifies that the unit complies with the building code or must be inspected by the City of Okemah and approved as to compliance.
- E. A mobile home shall be connected to the sewer main with its own sewer line; and shall have its own water meter and electric meter; all of which shall conform to the ordinances and regulations pertaining to water, electric, and sewers in the city.
- F. A mobile home shall be placed on a foundation of solid material and the foundation shall be built and placed so as to hold the mobile home solid. The foundation should be of reinforced concrete set at least eighteen (18) inches in the ground. It should be at least eight (8) inches wide and ten (10) feet long. The foundation shall be placed at not more than ten (10) foot intervals beneath the runners of the mobile home chassis.
- G. A mobile home shall be firmly supported on the above required foundation and then anchored or secured to the above required foundation and any other footing as recommended by the manufacturer or required by federal manufactured home construction and safety standards. As an alternate to the manufacturer's recommended instructions, a support and anchorage system designed by a registered engineer may be used.
- H. All running gear including wheels, hubs, tires, springs, towing devices, etc. shall be physically removed from the mobile home.
- I. A skirt of solid material must be provided from the floor of the mobile home to the ground to screen any opening beneath the mobile home. The skirting shall be noncombustible and resistant to decay or oxidation. The skirting material should complement the appearance of the mobile home. Wood used as backup framing shall be pressure treated lumber. The area underneath the mobile home floor shall be ventilated by opening in the skirting. The opening shall have a net area of not less than one and one-half (1.5) square feet for each twenty-five (25) linear feet of skirting. Openings shall be located as close to corners as practicable and shall provide cross ventilation on at least two (2) approximately opposite sides. The openings shall be covered with corrosion-resistant wire mesh not less than one-quarter (.25) inch or more than one-half (.50) inch

in any dimension. The area under the floor shall be provided with an eighteen (18) inch by twenty- four (24) inch minimum size access crawl-hole. Pipe, ducts or other nonstructural construction shall not interfere with the accessibility to or within the underfloor areas.

J. All mobile homes shall have as a minimum requirement one entrance platform in front and one in the rear. The platform shall have a minimum width and length of four (4) feet. Steps leading to the platform shall have a maximum rise of eight (8) inches and a minimum run of nine (9) inches. The platform shall be designed for a live load of one hundred (100) pounds per lineal foot. Construction shall be of cedar, redwood, outdoor rated plywood, metal, concrete, or pressure treated wood approved for outdoor use. A substantial railing capable of sustaining a load of twenty (20) pounds per linear foot applied horizontally at right angles to top rail shall be provided on all open sides of platform and steps. If plywood is used as the finished surface, it shall have a non-slip treatment or be covered with an approved non-slip material.

K. Parking of motor vehicles shall conform to parking and traffic ordinances, rules, and regulations as provided for other residences in the city.

L. Mobile homes shall not be used for commercial purposes inside the corporate limits of the City of Okemah.

M. A separate application must be made and approval obtained for the building of each accessory or supporting building or structure, including a garage; or for alteration, enlargement or change in any application previously approved. The application shall be made in writing to the Okemah City Clerk.

All mobile homes must be certified by the City Inspector to be in compliance with all regulations before utility services are provided.

SECTION 12-347 REGULATIONS--RELOCATED HOMES.

THE FOLLOWING REGULATIONS SHALL APPLY TO RELOCATED HOMES

- A. Before placement of a relocated home within the City Limits of Okemah, the owner shall make application for a *permit/variance* from the City of Okemah as stated in Section V of this Chapter.
- B. A relocated home shall be placed on a lot not less than fifty (50) feet in width; the lot must be of a sufficient length and width to provide the set-back distances as provided herein. A relocated home shall not be placed on a lot occupied by another dwelling.
- C. The minimum depth of a front yard shall be twenty-five (25) ft; the side yard of not less than five (5) feet on both sides of an interior lot, or if located on a corner lot there shall be a side yard set-back from the intersecting street of not less than fifteen (15) feet, and a rear yard of not less than twenty (20) feet.
- D. A relocated home shall be connected to the sewer main with its own sewer line; and shall have its own water meter and electric meter, all of which shall conform to the ordinances and regulations pertaining to water, electric, and sewers in the city.
- E. A relocated home shall be placed and permanently attached to a permanent foundation. The foundation shall be of reinforced concrete set at least eighteen (18) inches in the ground and shall be at least twelve (12) inches wide. In all respects, the foundation and method of attachment shall be the same as required for any home constructed under normal methods and shall conform to the BOCA Building Code Requirements.
- F. Parking of motor vehicles shall conform to parking and traffic ordinances, rules and regulations as provided for other residences in the city.
- G. A separate application must be made and approval obtained for the building of each accessory or supporting building or structure, including a garage; or for alteration, enlargement or change in any permit previously approved. The application shall be made in writing to the Okemah City Clerk.

All relocated homes **must be certified** by the City Inspector to be in compliance with all regulations before utility services are provided.

SECTION 12-348 REGULATIONS-MODULAR OR MANUFACTURED HOMES.

THE FOLLOWING REGULATIONS SHALL APPLY TO MODULAR HOMES OR MANUFACTURED HOME/HOUSING.

A. Before placement of a NEW modular or manufactured home within the City Limits of Okemah, the owner shall make application for a Building Permit from the City of Okemah as would any other owner attempting to construct a home by conventional methods. The modular or manufactured home will be required to meet all BOCA building code standards and related BOCA standards as required for conventional construction.

B. A modular home or manufactured home shall not be placed on a lot less than fifty (50) feet in width; A modular home or manufactured home must contain at least nine hundred (900) square feet and the lot must be of sufficient size to provide the set-back distances as established herein. A modular home or manufactured home may not be placed on a lot occupied by another dwelling.

C. The minimum depth of a front yard shall be twenty-five (25) feet; the side yard of not less than five (5) feet on both sides of an interior lot, or if located on a corner lot there shall be a side yard set-back from the intersecting street of not less than fifteen (15) feet; and a rear yard of not less than twenty (20) feet.

D. A modular home or manufactured home shall be connected to the sewer main with its own sewer line; and shall have its own water meter and electric meter; all which shall conform to the ordinances and regulations pertaining to water, electric, and sewers in the city;

E. A modular home or manufactured home shall be placed and permanently attached to a permanent foundation. The foundation shall be of reinforced concrete set at least eighteen (18) inches in the ground and shall be at least twelve (12) inches wide. In all respects, the foundation and method of attachment shall be the same or equal as required for any home constructed under normal methods and shall conform to the BOCA Building Code requirements.

F. Parking of motor vehicles shall conform to parking and traffic ordinances, rules and regulations as provided for other residences in the city.

G. A separate application must be made and approval obtained for the building of each accessory or supporting building or structure, including a garage; or for alteration, enlargement or change in any permit previously approved. The application shall be made in writing to the Okemah City Clerk.

All modular or manufactured homes must be certified by the City Inspector to be in compliance with all regulations before utility services are provided.

SECTION 12-349 MOBILE HOME PLACEMENT PROCEDURES.

A. Before a mobile home may be placed within the City Limits of Okemah, the owner shall submit to the Okemah City Clerk a completed Form MH-1, Application for Placement of Mobile Home in R-1, R-2, or R-5, and shall pay a filing fee as set by the City Council plus cost of mailing certified notices to property owners within a three hundred (300) foot radius of the proposed site boundaries.

B. The Okemah City Clerk, or other designated official or employee, shall send by certified mail a notification letter, Form MH-2, to all landowners named in the application. Return receipt will be requested. Objections from said landowners must be made within fifteen (15) days of receipt of notice. Failure of a landowner to object shall be considered consent to the application.

C. After the expiration of the response time, the Okemah City Clerk shall transmit the application and all objections received to the Okemah City Council.

D. If Zero (0) objections are received after the expiration of the response time, then the City Inspector or the City Clerk shall henceforth issue the permit/variance

E. Within forty-five (45) days after the filing of a completed application, the Okemah City Council shall meet to approve or disapprove the application.

SECTION 12-350 CONTENT OF APPLICATION MH-1.

All applications for permit/variance shall include the following:

- A. The proposed location where the mobile home is to be placed (Legal Description), Lot number, Block number, Townsite or Addition name or number.

- B. Proof of the applicant's ownership of the land on which the mobile home is to be located.

- C. A list with current mailing addresses (obtained from the Okfuskee County Assessor's Office) of all the current property owners within a three hundred (300) foot radius of the proposed site boundaries.

- D. Size and type of the mobile home; and size of the lot on which the mobile home is to be placed, along with a diagram showing measurements of the lot, measurements of the mobile home, and the proposed location of the mobile home upon the lot. The diagram must also show the distance between said home and the front, side and rear boundaries of the lot.

- E. Size and type of the proposed foundation upon which the mobile shall be placed.

- F. Proposed method of sewage, water and electricity connections.

- G. The type of proposed skirting to screen the opening between said mobile home and the ground.

- H. Pictures of the mobile home (front, back and side views) shall be provided which clearly show the condition of the mobile home. The mobile home shall be in good repair, neat in appearance, so as to add to the overall appearance of the neighborhood.

- I. Applicants shall obtain consent from a least fifty percent of the owners of adjoining property prior to the meeting to consider the application. Said consent with proper documentation shall be furnished to the Okemah City Clerk or designated representative at least 72 hours prior to the meeting.

All persons making application for a permit/variance or who otherwise wish to locate a mobile home within the city limits of Okemah shall obtain a permit for the same issued from the Okemah City Clerk's Office.

SECTION 12-351 RELOCATED HOME PLACEMENT PROCEDURES.

A. Before a relocated home may be placed within the City Limits of Okemah, the owner shall submit to the Okemah City Clerk a completed Form RH-1, Application for Placement of Relocated Home in R-1, R-2, or R-5, and shall pay a filing fee as set by the City Council plus cost of mailing certified notices to property owners within a three hundred (300) foot radius of the proposed site boundaries.

B. The Okemah City Clerk, or other designated official or employee, shall send by certified mail a notification letter, Form RH-2, to all landowners named in the application. Return receipt will be requested. Objections from said landowners must be made within fifteen (15) days of receipt of notice. Failure of a landowner to object shall be considered consent to the application.

C. After the expiration of the response time, the Okemah City Clerk shall transmit the application and all objections received to the Okemah City Council.

D. If Zero (0) objections are received after the expiration of the response time, then the City Inspector or the City Clerk shall henceforth issue the permit/variance.

E. Within forty-five (45) days after the filing of a completed application, the Okemah City Council shall meet to approve or disapprove the application.

SECTION 12-352 CONTENT OF APPLICATION RH-I

All applications for permit/variance shall include the following:

- A. The proposed location where the relocated home is to be placed (Legal Description), Lot number, Block number, Townsite or Addition name or number.
- B. Proof of the applicant's ownership of the land on which the relocated home is to be located.
- C. A list with current mailing addresses (obtained from the Okfuskee County Assessor's Office) of all the current property owners within a three hundred (300) foot radius of the proposed site boundaries.
- D. Size and type of the relocated home; and size of the lot on which the relocated home is to be placed, along with a diagram showing measurements of the lot, measurements of the relocated home, and the proposed location of the relocated home upon the lot. The diagram must also show the distance between said home and the front, side and rear boundaries of the lot.
- E. Size and type of the proposed foundation upon which the relocated shall be placed.
- F. Proposed method of sewage, water and electricity connections.
- G. Pictures of the relocated home (front, back and side views) shall be provided which clearly show the condition of the relocated home. The relocated home shall be in good repair, neat in appearance, so as to add to the overall appearance of the neighborhood.
- H. Applicants shall obtain consent from at least fifty percent of the owners of adjoining property prior to the meeting to consider the application. Said consent with proper documentation shall be furnished to the Okemah City Clerk or designated representative at least 72 hours prior to the meeting.

All persons making application for a permit/variance or who otherwise wish to locate a mobile home within the city limits of Okemah shall obtain a permit for the same issued from the Okemah City Clerk's Office.

SECTION 12-353 EXEMPTIONS.

The conditions contained in this article shall not be construed to include a mobile home used as temporary housing on various job sites such as construction projects; gravel pits and dumping operations, or any mobile home offered for sale and located on a legal mobile home sales lot.

SECTION 12-354 MOBILE HOME PARKS.

Mobile home parks shall be constructed and operated in accordance with the requirements of the ordinances of the city relating thereto; specifically, Chapter 6 of this Section.

Cross Reference: See Secs. 12-601 et seq. of this code on mobile home parks.