

This is your packet containing all the needed information to apply for a mobile home permit request. Please read and follow the instructions carefully. All information asked for in this packet is required to be completed before your scheduled Planning Commission Meeting and returned to the Building Codes Office at least two (2) full weeks prior to the meeting. Please remember when you are scheduled to be here. If you miss your meeting, you will have to wait until the next scheduled meeting to be considered.

If you have any questions please come by the Building Codes Office or call 870-226- 5860.

Needed Documents:

1. You will need to provide bill of sale from the seller with the cost of the mobile home on it. The fee for the mobile home will be determined from this bill of sell. You will pay your fee to the Building Codes Office and this fee is non-refundable.
2. Have land deed with the person's name on it, who is applying for the MH permit.
3. This office will draft the ad that you take to the Eagle Democrat which has to be published at **least 10 days prior** the Planning Commission Meeting and **bring in the receipt for the ad back with the rest of your paper work.**
4. Please know the address of location MH is to be placed. If you do not have an address, Rob Johnson, Building Official will assign one. Have the measurements of the lot **in feet**. You will need to place stakes on the four comers of your lot and also a stake in place where the MH will be set and two stakes marking the driveway. **These are to be white stakes please.**
5. MH size and lot size are to be noted on the petition. (at least a 14X60) **(Required)**
6. The petition is to be signed by all surrounding and adjoining property owners. If there is a rent house within the 200 ft. you are to get the **OWNERS** signature, not the renters. If the property is **VACANT** you have to send a certified letter (ex. enclosed) to the owner of the property. Please bring a copy of the letter and proof of certification into the office. If you are not sure who owns the house or property, take address into the Court House and they can give you this information.
7. Please read and sign MH ordinance stating that you have read and understand all requirements involved in applying for a MH permit. Please sign any and all sheets that have a place for your signature.

Enclosed:

1. Public Notice - to be ran in Eagle Democrat 10 days prior to scheduled meeting.
  1. Information for Eagle must be submitted to them the Monday prior to be ran in that issue.
2. Petition - to be signed by surrounding property owners within 200 ft. of your property and returned to this office.
  1. If renter occupied signature does not count – must send owner a certified letter.
3. Example of certification letter - can use this example if you have to send letters to property owners. We must have a copy of any letters sent to property owners & the tracking number. Please fill in blanks and sign the bottom if you use this form.
4. Copy of Mobile Home Ordinance

Please mark your meeting time on a calendar, we do not call to remind you of the meeting. All paperwork is to be returned completed to this office one full week prior to your scheduled time as it has to be copied and sent to all Planning Commissioners.

Example Certified Letter

Date:

To whom it may concern,

My family and I intend to place a mobile home at address \_\_\_\_\_.  
You own property within 200 ft. of this property therefore I am informing you of a Warren Planning Commission meeting to discuss this matter.

The meeting will be at 104 N. Myrtle in the Warren Municipal Building Court Room on \_\_\_\_\_ at 5:30 pm.

If you would like to be present with any concerns you may have please be advised of the meeting. If you cannot be present you can send a letter with any comments to the Warren Building Codes Office before the meeting date to 104 N. Myrtle, P.O. Box 352 Warren, AR 71671 and your comments will be taken under advisement at the Planning Commission Meeting.

Thank you,

<p>200 ft Neighbor Petition Notice</p> <p>City of Warren, AR</p>
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We the undersigned, acknowledge that we have been notified that a request is being made by \_\_\_\_\_ for a special use permit (MH) at \_\_\_\_\_.

We understand our signature does not Constitute approval nor disapproval of the request being made. A public hearing will be held by the Warren Planning Commission on to consider the request.

DATE: \_\_\_\_\_

TIME and LOCATION: The meeting will be held in the Municipal Courtroom at 5:30 pm.

Name:	Address:	Date:

This petition must be signed by all **Property owners** *within 200 ft. of the property line* being considered for the special use permit. If the OWNER of the property lives out of town, he or she must be notified by certified mail of the time and date of the meeting. (must provide proof of CERT letter) Mobile Home Size:

Size of LOT:

Contact Number:

PLANNING COMMISSION ACTION: \_\_\_\_\_ DATE \_\_\_\_\_

NOTICE OF PUBLIC HEARING to be published in The Eagle

A public hearing will be held by the Warren Planning Commission at 5:30 p.m. in the Municipal Courtroom on \_\_\_\_\_ to consider a request for a special use permit for a mobile home at \_\_\_\_\_.

Being more fully described as:

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That property belonging to \_\_\_\_\_

All persons having any interest in the above mobile home request are urged to attend this meeting.

point four feet above the ground to a point not less than ten feet above the ground. Supporting structures shall be so designed as to allow maximum visibility.

- (2) Except in the C-2 Commercial district, no sign shall be placed closer to the street right-of-way line than five feet.

## **SECTION 8.6 SPECIAL PERMITS**

### **8.6.1 DEFINITION**

Some uses may be allowable in a district if certain conditions are met. These uses cannot, however, be evaluated by use of the existing district regulations. Such uses will require a Special Use Permit as hereinto set forth.

### **8.6.2 MANUFACTURED HOMES**

Individual Manufactured Homes may be placed on lots zoned R-1 and R-2 upon application to and approval by the Warren Planning Commission through the granting of a Special Permit by the Warren Planning Commission.

- (a) Prior to approval of a Manufactured Home for installation in a R-1 or R-2 zone, the following conditions must be met:
  - (1) Land must be owned by person planning to live in the Home. Proof of ownership must be provided to the City Planning Commission. A deed of trust will suffice.
  - (2) Require a legal notice to be published 10 days prior to Planning Commission consideration. A petition must be submitted signed by all surrounding and adjoining property owners.
  - (3) The applicant shall notify all property owners within 200 feet of the subject property of the request and time and place of the hearing. Notification may be by a Notice of Request form furnished by the City or by certified mail. If certified mail is used, the receipt slip(s) shall be submitted to the Planning Commission at or before the hearing.
  - (4) Require a sign to be posted at the location to be considered for a Manufactured Home Special Permit for at least 10 days before the Planning Commission meeting. The sign must state that the property is being considered for a Manufactured Home Special Permit and should list the date, time and location of the Planning Commission meeting. The Building Official's phone number should also be listed.

- (2)
- (5) The Planning Commission will consider the effect on surrounding property valuation during deliberations. Property devaluation can be sufficient cause to deny a conditional use permit.
  - (6) The Manufactured Home must fit the lot and meet all City regulations. Size of Manufactured Home and size of lot must be listed on petition.
  - (7) Manufactured Home must meet current Manufactured Home standards. The Manufactured Home must be at least 840 square feet.
- (b) Upon approval by the Planning Commission to install a Manufactured Home, the following conditions must be met:
- (1) That the Manufactured Home shall meet the setback requirements for the zone in which it is located.
  - (2) The Manufactured Home must be set up and anchored in accordance with the regulations of the Arkansas Manufactured Housing Commission, or the manufacturer's instructions.
  - (3) The Manufactured Home must be continuously underpinned and the wheels removed. Underpinning must be of a material approved by the Planning Commission.
  - (4) Under no circumstances can the Manufactured Home be used for rental purposes.
- (3) **Hardship Cases**
- (a) Where a residential structure has been built on a lot in an R-1 or R-2 District, the Planning Commission may, on application of owner of such lot, permit the parking of one Manufactured Home in the rear yard of such lot, providing the Commission makes a finding to the effect that the occupant or proposed occupant of said Manufactured Home would suffer a medical hardship, if the Manufactured Home were to be located in a Manufactured Home park rather than on said lot. Such use shall be permitted subject to the same regulations as stated above.
  - (b) Hardships as described above will also be allowed in all Commercial zones subject to all of the same conditions and requirements.
- (4) Maintain existing regulations for Manufactured Home parks.
- (5) Upon the second year anniversary of a Manufactured Home conditional use permit and every second year thereafter, the property owner that was granted the conditional use permit must appear before the Planning Commission to renew the conditional use permit.

I, \_\_\_\_\_ have read the terms and city ordinance  
ordinance concerning parking a mobile home in the City limits of  
Warren, AR.

signature \_\_\_\_\_

date \_\_\_\_\_