

# Manufactured Home Park Information & Submittal Requirements



Planning Department  
231 NE Fifth Street ◦ McMinnville, OR 97128  
(503) 434-7311 Office ◦ (503) 474-4955 Fax  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## Application Submittal

An application for a manufactured home park plan is subject to the applicable requirements of the Mobile Home Development Ordinance (No. 4220) and the McMinnville Zoning Ordinance (No. 3380). The following section is from Section 5 (Mobile Home Parks--General Provisions/Permit Process) of the Mobile Home Development Ordinance, and outlines the general requirements associated with a manufactured home park.

- 05.010 Permit Required. No person shall establish, construct, enlarge, or alter any mobile home park without the park owner or operator first obtaining a construction permit issued by the City pursuant to this section. The construction permit does not include building permits, mobile home set-up permits, electrical or plumbing permits, or a permit that is solely issued by the State of Oregon Department of Commerce.
- 05.020 Mobile Home Park Plan - Approval Required. No construction permit shall be issued without City approval of a mobile home park plan submitted pursuant to this section.
- 05.030 Fees Required. A construction permit fee and a plan review fee shall be paid in accordance with the Oregon Department of Commerce Administrative Rules. Until such time that the City is authorized to collect the fees required by the Department of Commerce Administrative Rules, a plan review fee shall be paid to the City in an amount equivalent to the fee charged for review of subdivision plans. For purposes of the fee calculation, mobile home spaces shall be used in place of subdivision lots.
- 05.040 Application for Plan Approval. Application for mobile home park plan approval shall include the submission of a mobile home park plan and related plan materials pursuant to this section. A completed application (forms provided by the Planning Director) shall be submitted with the park plan. The application form shall include the following information:
- A. The name(s) and address(es) of the applicant(s);
  - B. The names and addresses of all owners of the property for which the application was submitted, including contract vendors and purchasers;
  - C. The names and addresses of any lessees of the property;
  - D. The legal description of the subject property;
  - E. The zoning classification of the subject property;
  - F. The number of mobile home spaces proposed;
  - G. The names and addresses of the architect, landscape architect, engineer, or other designer of the mobile home park;
  - H. The signature of the legal owner or owners.

05.050 The Site Plan. One reproducible copy plus five (5) legible paper copies of the site plan for the development shall be submitted for approval. The site plan shall be prepared as follows:

- A. The site plan shall be on sheets measuring 18x24 inches in size and drawn at a scale of one inch equals 100 feet or a reasonable engineer's scale for the sheet size.
- B. The site plan shall include the following general information:
  - 1. The name of the proposed mobile home park. No mobile home park will be approved which has a name which could be confused with the name of another development in the city or county, as determined by the Planning Director;
  - 2. The date, north arrow, and scale of drawing;
  - 3. The names and addresses of the owners of the mobile home park;
  - 4. The names and addresses of the designers and engineers of the mobile home park.
- C. The site plan shall include the following information concerning existing conditions:
  - 1. A vicinity map which locates the subject site within the City and identifies generalized existing land use within 800 feet of the subject site in each direction;
  - 2. The location, width, and names of both opened and unopened streets and easements within or adjacent to the proposed mobile home development;
  - 3. Important political boundaries or lines, such as section lines and city boundary lines;
  - 4. The location and direction of water courses and location of areas subject to flooding on a probability frequency of one (1) percent or greater;
  - 5. Natural features such as rock outcroppings, marshes, wooded areas, and isolated preservable trees;
  - 6. Existing use of property including location of existing structures which are to remain on the property;
  - 7. The topography of the site with contour intervals of not more than five feet;
  - 8. The soil types and the drainage properties of the soils.
- D. The site plan shall include the following information concerning the plan of the proposed mobile home park:
  - 1. The location, width, name, approximate grades, and radii of curves of streets including both public streets and park streets. The relationship of proposed streets to any existing streets and to any projected streets as shown on the McMinnville Comprehensive Plan Map, 1980, as amended, or as identified in the McMinnville Comprehensive Plan text, or as may be suggested by the Planning Director in order to assure adequate traffic circulation;
  - 2. The location, width, and purpose of easements;
  - 3. The location and approximate dimensions of each mobile home space with each space designated by number, letter, or name;
  - 4. The approximate location and orientation of each mobile home stand within each mobile home space. Indicate the required separations and setbacks for each

space and provide approximate size dimensions of the largest mobile home and accompanying carport or garage that can be sited on each space without exceeding separation or setback requirements;

5. All buildings or structures, including laundry buildings, storage buildings, common park buildings, and park structures;
6. Recreational facilities or areas such as swimming pools, tennis courts, and playgrounds;
7. All common area or open space;
8. Off-street parking areas;
9. All fences, including height and materials;
10. Mailbox locations.

E. On a separate sheet include the following information concerning utilities and streets;

1. Park street layout and specifications including street materials, approximate grades, and radii of curves;
2. The layout of all utility lines and service connections including water supply, sanitary sewer, electrical service, storm drainage, telephone, natural gas, and cable television;
3. The layout of fire hydrants and irrigation systems;
4. The location and type of light fixtures for lighting the park streets and walkways.

05.060 Required Additional Plans. The following plans shall be submitted with the site plan:

- A. The floor plans and elevations of all park buildings;
- B. A landscaping plan in accordance with Chapter 17.57 (Landscaping) of the Zoning Ordinance.

05.070 Supplemental Plans. Any of the following plans may be required by the Planning Director or staff to supplement the mobile home park plan:

- A. Approximate center line profiles with extensions for a reasonable distance beyond the limits of the proposed mobile home park showing the finished grade of the streets and the nature and extent of street construction. Where any cut or fill will exceed three feet in depth, cross sections of the road shall also be submitted;
- B. Proposals for storm water drainage and flood control, including profiles of proposed drainage ways.

## **Review Process**

Upon receipt of a complete application for a Manufactured Home Park, the Planning Director shall review the application as stated in Section 17.72.100 (Director's review without notification) of the Zoning Ordinance, and issue a decision within 20 (twenty) days of the applicant's submittal to the Planning Department. The Director may forward the application to other affected departments and agencies for their review and comment. No public notice is provided.

The decision of the Planning Director may be appealed to the McMinnville Planning Commission following the procedures as stated in Section 17.72.170 (Appeal from Ruling of Planning Director) of the Zoning Ordinance.



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**Office Use Only:**

File No. \_\_\_\_\_  
Date Received \_\_\_\_\_  
Fee \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
Received by \_\_\_\_\_

## Manufactured Home Park Application

### Applicant Information

**Applicant is:**  Property Owner  Contract Buyer  Option Holder  Agent  Other \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
*(If different than above)*

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Email \_\_\_\_\_

### Property Owner Information

Property Owner Name \_\_\_\_\_ Phone \_\_\_\_\_  
*(If different than above)*

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Email \_\_\_\_\_

### Site Location and Description

*(If metes and bounds description, indicate on separate sheet)*

Property Address \_\_\_\_\_

Assessor Map No. R4 - - Total Site Area \_\_\_\_\_

Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Comprehensive Plan Designation \_\_\_\_\_ Zoning Designation \_\_\_\_\_

**Manufactured Home Park Information**

1. Name of Manufactured Home Park \_\_\_\_\_

2. Number of manufactured home spaces \_\_\_\_\_

3. Design Firm Name \_\_\_\_\_ Phone \_\_\_\_\_  
*(Landscape Architect; Engineer; or Other Designer)*

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Email \_\_\_\_\_

4. Lessee Name \_\_\_\_\_ Phone \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Email \_\_\_\_\_

In addition to this completed application, the applicant must provide the following:

- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), showing all required information as listed in the information sheet.*
- Payment of the applicable review fee, which can be found on the Planning Department web page.*

**I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date