

Recreational Vehicle Park Information & Submittal Requirements



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

Application Submittal

An application for a Recreational Vehicle Park is subject to the requirements of the Mobile Home Development Ordinance (No. 4220) and the McMinnville Zoning Ordinance (No. 3380). The following section is from Section 12 (Recreational Vehicle Parks - General Provisions) of the Mobile Home Development Ordinance, and outlines the general requirements associated with a Recreational Vehicle Park.

- 12.010 Permitted Locations. A recreational vehicle park is a permitted use in the C-2 (Travel Commercial) and C-3 (General Commercial) zones. A recreational vehicle park shall be permitted as an accessory use to a mobile home park in the R-4 (Multi-Family Residential) zone, subject to the provisions of Section 14.
- 12.020 City Approval Required. Construction and operation of a proposed recreational vehicle park or addition to such park shall be according to a site plan approved by the Planning Director. The Planning Director shall review the site plan for the proposed park within 10 (ten) working days of submittal and, after making a decision, shall notify the applicant of the decision within five (5) working days.
- 12.030 Fee Required. A processing fee shall be paid to the City to defray the cost of reviewing the proposed recreational vehicle park.
- 12.040 Certificate of Sanitation. Evidence shall be provided to the Planning Director that the park will be eligible for a certificate of sanitation as required by state laws.
- 12.050 Appeal. Any decision of the Planning Director in regard to recreational vehicle parks may be appealed to the Planning Commission. The appeal process shall be the same as the process for appealing a decision in regard to mobile home parks as set forth in Section 5.090 of this ordinance.
- 12.060 The Site Plan. One reproducible copy plus five (5) legible paper copies of the site plan for the recreational vehicle park shall be submitted for review. Any additional required materials shall be submitted with the site plan.
- A. The site plan shall be accompanied by a completed application (form available from the Planning Department) on which the following information shall be provided.
1. Name(s) and address(es) of applicant(s);
 2. The name(s) and address(es) of all owners of the property for which the site plan was submitted, including contract vendors and purchasers;
 3. The names and addresses of any lessees of the property;
 4. The zoning classification of the subject property;
 5. The legal description of the subject property;

6. The number of recreational vehicle spaces and campsites proposed;
 7. The names and addresses of the architect, landscape architect, engineer, or other designer of the recreational vehicle park; and
 8. The signature of the owner or the owners.
- B. 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.
- C. The site plan shall include the following general information:
1. The proposed name of the park. No name will be allowed 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 recreational vehicle park; and
 4. The names and addresses of the designers and engineers of the recreational vehicle park.
- D. 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 recreational vehicle park;
 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; and
 8. The soil types and the drainage properties of the soils.
- E. The site plan shall include the following information concerning the proposed plan for a recreational vehicle park:
1. The locations, width, names, approximate grades, and radii of curves of street, 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 May, 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 material to be used for park streets;
 3. The location, width, and purpose of easements;
 4. The location and approximate dimensions of each recreational vehicle space with each space or campsite designated by number, letter, or name;

5. The approximate location and orientation of each recreational vehicle stand within each space and an indication by use of symbols or other appropriate method of which spaces will be supplied with utility hook-ups;
 6. All buildings or structures, including restrooms, showers, laundry buildings, storage buildings, common park buildings, and park structures;
 7. Recreational facilities or areas such as swimming pools, tennis courts, and playgrounds;
 8. All common area or open space;
 9. Off-street parking areas;
 10. Fire hydrants and irrigation system;
 11. All fences, including height and materials;
 12. Location and type of light fixtures for the park streets and walkways; and
 13. The layout of all utilities, including water supply, sewage, storm drainage, and electrical services.
- F. The floor plans and elevations of all park buildings shall be submitted with the site plan.
- G. Any of the following plans may be required by the Planning Director or staff to supplement the recreational vehicle park site plan:
1. Approximate centerline profiles with extensions for a reasonable distance beyond the limits of the proposed recreational vehicle park showing the finished grade of the streets and the nature and extent of street construction. Where any cuts or fill will exceed three (3) feet in depth, a cross section of the road shall also be submitted;
 2. Proposal for storm water drainage and flood control, including profiles of proposed drainage ways; and
 3. A landscaping plan in accordance with Chapter 17.57 (Landscaping) of the Zoning Ordinance.

12.070 Phased Development of Recreational Vehicle Parks. A recreational vehicle park may be constructed in phases provided that a master plan has been approved by the City.

12.080 Length of Stay. Any use of a tent, tent camper, or recreational vehicle without plumbing facilities shall be limited to no more than 30 days in a 120-day period. To remain in a recreational vehicle park beyond 30 days, a recreational vehicle shall be equipped with plumbing facilities and shall be connected to the water and sewer systems of the park.

Review Process

Upon receipt of a complete application for a Recreational Vehicle 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 process for appealing the decision of the Planning Director is 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 _____

Recreational Vehicle 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 _____

Recreational Vehicle Park Information

1. Name of Recreational Vehicle Park _____

2. Number of recreational vehicle spaces and/or campsites _____

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