CITY OF HOT SPRINGS
Planning & Development Department
133 Convention Boulevard
Hot Springs, AR 71901
501-321-6650

Building Permit No._____

Impact System No. _____

PLANNING & UTILITIES DEPARTMENTS

" MANUFACTURED HOUSING PLACEMENT APPLICATION
&
WATER METER CLEARANCE FORM"

Property Location Address:_____

Property Legal Description:_____

Current Zoning Classification: _____Board District #: _____

Applicant Information	**Property Owner Information (if different)**
Name: _____	**Name:** _____
Address:_____	**Address:**_____
City, State, Zip:_____	**City, State, Zip:**_____
Telephone:_____	**Telephone:**_____
Fax: _____	**Fax:** _____
Email: _____	**Email:** _____

Manufactured Housing Description & Information Submission Section

(Applicant Must Provide A Copy Of The Manufactured Homes Title)

Make of Manufactured Housing Unit: _____

Model of Manufactured Housing Unit: _____

Manufacturing Date of Housing Unit : _____

Brief Unit Description (example - 16' x 80' single wide) _____

_____

_____ _____

Applicant Signature **Date**

PROPERTY OWNERSHIP CERTIFICATION: I(We), the undersigned, hereby certify that I(we) are the owner(s) of the referenced property for which this permit is being sought and I(we) attest the information provided as described herein is accurate to the best of my (our) knowledge.

_____ _____
Signature Signature

_____ _____
Printed Name Printed Name

*** Please see reverse side of this document for "Manufactured Housing Placement Regulations" as outlined in the City of Hot Springs Manufactured and Mobile Homes Ordinance found in Title 16, Chapter 3.**

The following is a listing of the "Placement Regulations" as outlined in H.S.C. § 16-3-10 of the City of Hot Springs Manufactured & Mobile Home Ordinance. All of these placement regulations must be complied with prior to occupancy of the unit or the installation of a permanent water meter.

- ***Construction:*** The manufactured home shall be constructed in compliance with the Federal Manufactured Home Code and Safety Standards and the Arkansas Manufactured Home Standards
- ***Skirting:*** The manufactured home shall have skirting or curtain wall constructed of materials approved by the City including, but not limited to: masonry, brick, block, rock, vinyl or fiberglass
- ***Landing & Steps:*** The manufactured home shall have permanent landings and steps provided at each exterior doorway from the door threshold to ground level
- ***Installation:*** The manufactured home shall be installed in accordance with the installation instructions provided by the manufacturer and the rules and regulations of the State of Arkansas including; site preparation, pier foundations-footings, pier-support columns and anchoring. Towing devises must be removed if possible or concealed in a manner acceptable to the City.
- ***Driveways and parking pads:*** Each manufactured home shall have two (2) paved off-street parking spaces and a paved driveway.
- ***Certificate of occupancy:*** No manufactured home shall be occupied until it has received a certificate of occupancy issued by the building official subsequent to compliance with all provisions of this and other pertinent laws and ordinances.

FOR OFFICE USE ONLY

Is this parcel in a Manufactured Home Overlay District or does it qualify as a replacement? ( ) Yes ( ) No

Legal Description:_____

Underlying Zone:_____

Property Record #:_____ Map #: _____

Manufacturing Date of Unit: _____

(Must be manufactured after October 25, 1994)

Did The Applicant Supply The Required Site Plan: ( ) Yes ( ) No

(Site plan must show proposed building setbacks and required paved parking area(s))

Proposed Building Setbacks: _____ _____ _____

(Front) (Side) (Rear)

Permit For Placement: ( ) Approved ( ) Denied

_____ _____

Staff Signature Date

For Office Use Only

Planning Department Final Inspection Conducted By: _____ Date: _____

Final Inspection: ( ) Approved ( ) Denied

Water Meter Clearance # Given: _____

Water Meter Clearance Given By:_____ Date: _____