



**Hillsboro** TEXAS

## MANUFACTURED HOME PERMIT APPLICATION

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

PERMIT NO. : \_\_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Property Owner Information (If different than Applicant):**

Owner of Property: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Home Phone No. : \_\_\_\_\_ Work Phone No.: \_\_\_\_\_

**Legal Description:**

Addition: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Abstract: \_\_\_\_\_

**Provide description of Manufactured home to be installed:**

\_\_\_\_\_  
**List and describe any improvements currently on the property (i.e. houses, barns, storage buildings, etc.):** \_\_\_\_\_

**Provide cost of all work to be done under this Permit: Market Value of Structure: \$** \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Name of General Contractor: \_\_\_\_\_

Address of General Contractor: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant: \_\_\_\_\_  
(Signature)

Applicant: \_\_\_\_\_  
(Printed Name)

## 2007 Zoning Ordinance MH Section Summary

### General requirements

minimums: 5000 sq ft lot  
50' x 100'  
25' Front and Rear  
5' Interior side line  
15' Exterior (side street) line  
1000 sq. ft dwelling size  
40' L x 28' W minimum dwelling size  
MH in MH park or SF-7 zoning, in HUD Code overlay district  
Axles, wheels, tongue must be removed  
permanent engineered foundation required  
18" crawl space  
concrete or asphalt pad under trailer  
Carport built on site, 2 sides enclosed, wood or masonry wall construction  
Underpinning within 30 days, must match or compliment siding. No lattice, unpainted metal, screen wire, or fiberglass. Must be securely attached top and bottom.  
20' x 6' minimum size patio of concrete, flagstone, or similar material  
Permanent porch or steps at each entrance/exit. No precast or portable steps.  
Driveways required of all weather surface from ROW to back of carport or garage  
2 parking spaces required

submittals 2 copies of site plans, building plans, and engineered foundation

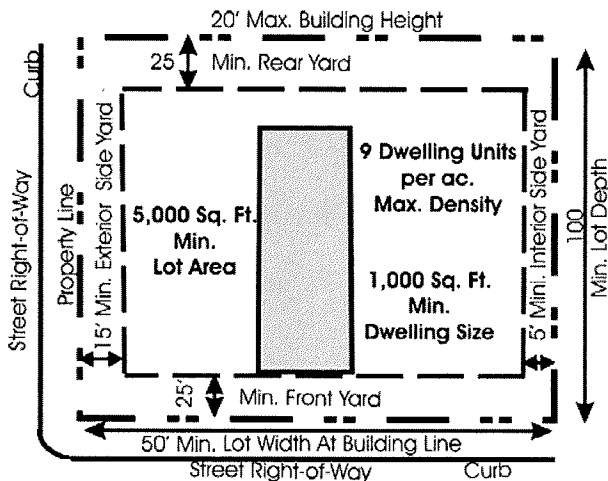
Permit Requirement New residential construction building permit required  
application required  
plan review required  
Plan review and permit fees same as residential  
must be displayed until c/o inspection is passed

Certificate of occupancy required Final inspection required prior to occupancy

### 3.21 “MH” HUD CODE MANUFACTURED HOUSING DISTRICT

#### 3.21.1 PURPOSE

The purpose of the "MH" HUD Code Manufactured Housing residential district is to provide adequate space and restrictions for the placement of HUD-Code Manufactured Homes in the City within designated subdivisions. This does not include mobile homes as defined in this ordinance. The "MH" district is also established to provide housing densities compatible with existing and proposed neighborhoods by providing alternative housing types both in construction and economy within the "MH" district. It is the intent of the "MH" district to provide the maximum amount of freedom possible in the design of such developments and the grouping and layout of homes within such developments in order to provide amenities normally associated with planned residential areas.



“MH” Area Requirements	
Maximum Density	9 Dwelling Units/Ac.
Minimum Lot Area	5,000 sq. ft.
Minimum Lot Width	50 ft.
Minimum Lot Depth	100 ft.
Minimum Front Yard	25 ft.
Minimum Side Yard:	
Interior Lot Line	5 ft.
Exterior Lot Line	15 ft.
Minimum Rear Yard	25 ft.
Maximum Building Height	20 ft.
Minimum Dwelling Size	1,000 sq. ft.

#### 3.21.2 GENERALLY

Land within the "MH" district will be developed as a HUD-Code Manufactured Home subdivision. Lots within the "MH" district will be sold to private individuals in strict conformance with the terms and conditions under which the subdivision was approved by the City Council. All roadways within a HUD-Code Manufactured Home subdivision shall be dedicated to the public. Private interior drives must be approved by the city. Land zoned "MH" which is not developed as a HUD-Code Manufactured Home subdivision may be developed in accordance with SF-7 zoning district regulations. In the "MH" district, no building or land shall be used and no building constructed, reconstructed, altered, or enlarged, unless otherwise provided in this ordinance.

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**3.21.3 PERMITTED USES**

Uses permitted within the "MH" Manufactured Housing district shall be in accordance with *Article 2, Permitted Use Table*.

**3.21.4 DENSITY, AREA, YARD, HEIGHT, AND LOT COVERAGE REQUIREMENTS**

The requirements regulating the maximum permissible residential density, minimum lot size, minimum yard sizes, maximum building height, and maximum percent of lot coverage by buildings, as pertains to the "MH" district, shall conform with the provisions provided in the Area Requirements for the "MH" Zoning District table.

**3.21.5 DEVELOPMENT AND INSTALLATION REGULATIONS**

Any property developed within the "MH" district as a HUD Code Manufactured Home or as a manufactured housing subdivision shall meet the following requirements:

- A. HUD Code Manufactured Homes shall have the axles, wheels, and tow bar or tongue removed and shall be secured to a permanent foundation or footing and piers, all in accordance with manufacturer's specifications;
- B. HUD Code Manufactured Homes must have a minimum of an eighteen (18) inch crawl space under all homes;
- C. A concrete or asphalt surface with good drainage shall cover the area where a home is to be sited;
- D. Each HUD Code Manufactured Home site shall have a slab or patio not less twenty (20) feet in length and six (6) feet in width, comprised of concrete, flagstone, or similar substance installed adjacent to each site;
- E. HUD Code Manufactured Homes shall have permanent steps installed at all exits;
- F. Each HUD Code Manufactured Home shall have two (2) covered Parking Spaces. All carports shall be built in place with no fiberglass. Carports shall have at least two (2) walls with exterior siding of wood or masonry construction;
- G. Skirting shall be securely attached between the HUD Code Manufactured Home and the ground on all sides within thirty (30) days of home installation. Skirting materials shall consist of materials which are compatible with the design of the home and enhance its appearance. Unpainted or untreated corrugated metal, screen or wire, fiberglass, or lattice-type skirting is prohibited;
- H. Construction, location, and installation of the homes shall be in conformance with applicable federal, state, and local codes and standards, and each manufactured home shall have affixed a seal of the appropriate federal or state department;
- I. Sanitation, fire protection, and underground utility services shall be provided to each lot in accordance with the City ordinances and regulations;
- J. Driveways shall be all weather/dust free construction and shall extend from the right-of-way to the carport or garage. All parking will be permitted on any portion of the lot on any other surface than an all weather/dust free surface;

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- K. Drainage and garbage collection right-of-way, fire lanes, and utility easements shall be provided as required by the City. Such can be accomplished by designating all private interior drives within the project as easements for vehicular access and service;
- L. Soil conditions, ground water level, drainage, flooding, and topography shall not create hazards to the developed portion of the property or the health and safety of the residents;
- M. HUD-Code Manufactured Home subdivisions shall be developed at densities comparable to adjacent residential uses or have adequate landscape buffering or open space to provide transition of uses. Adequate landscape buffering or open space for transition purposes shall be determined on an individual site basis and shall be subject to the approval of the City; and
- N. Any structural alteration or modification of a HUD-Code Manufactured Home after it is placed on the site must be approved by the Community Development Director of the City of Hillsboro. All structural additions shall comply with the City's building codes and ordinances.

**3.21.6 SITE-BUILT ADDITIONS**

The addition of peaked roof facades, atrium entrances, garages, porches, and patios are encouraged in order to increase the compatibility with conventional single family housing in the City.

**3.21.7 ACCESSORY BUILDING AND STRUCTURE REGULATIONS**

Area regulations for accessory buildings or accessory structures shall be in compliance with *Section 5.41 Accessory Buildings*.

**3.21.8 PARKING REGULATIONS**

Two (2) parking spaces Parking requirements for the HUD Code Manufactured Housing District shall be in compliance with *5.36, Off-street Parking and Loading Regulations*.

**3.21.9 INTERIOR DRIVES**

- A. The use of private interior drives must be approved by the City.
- B. Such interior drives shall have a minimum easement width of fifty (50) feet and shall have a minimum paved roadway width of thirty-one feet (31) back-to-back.
- C. Public interior streets shall be located within dedicated rights-of-way, and shall have a minimum paved roadway width provided in accordance with the applicable standards in the City of Hillsboro Subdivision Regulations.
- D. All private interior drives, entrances, and service drives shall be constructed in accordance with City design standards and shall have a six (6) inch rolled curb and gutter of concrete meeting the street standards of the City of Hillsboro. The developer shall bear the total cost of construction and maintenance of all such improvements, including curb and drainage structures that may be needed.
- E. All parking areas and public streets shall be of concrete or asphalt construction, as approved by the City Engineer.

**3.21.10 UNDERGROUND UTILITIES**

All utility lateral and service lines located within the "MH" District shall be installed underground.

**3.21.11 OPEN SPACE AREA**

Open space designated for the use and enjoyment of all residents shall be provided within a HUD Code Manufactured Home subdivision at the ratio of five hundred (500) square feet for each of the first twenty (20) units, and two hundred (200) square feet for each additional unit in excess of twenty (20). Designated open space shall be developed and maintained for recreational and leisure activities and shall be located within the subdivision being developed.

**3.21.12 SCREENING**

A solid opaque screening wall or fence of not less than six (6) feet in height, measured at the highest finished grade, shall be provided along all perimeter property lines of a HUD-Code Manufactured Home subdivision which do not abut a dedicated street. Said screening wall or fence shall be masonry and of a decorative construction. This requirement can be waived or modified if natural or man-made physical features create an adequate separation or buffer from adjacent uses, as determined by the City. However, any request to waive this requirement shall be presented as an element of the site plan and shall be subject to approval at that time only.

**3.21.13 PRESERVATION OF SITE ASSETS**

When developing a HUD-Code Manufactured Home Subdivision, the following steps shall be taken to preserve on-site assets:

- A. Suitable available topsoil and desirable existing trees;
- B. Shrubs and ground cover shall be preserved and protected where practicable; and
- C. Topsoil which is suitable and needed for later use in finished grading shall be stripped from areas to be occupied by structures, parking areas, streets and driveways, and from areas to be re-graded or disturbed. This topsoil shall be collected and stored on the site in convenient places for future use and shall be free of debris during construction.

**3.21.14 DRAINAGE**

Engineering plans for drainage shall be submitted for review by the City at the time of site plan approval. All applicable requirements of the City shall be met.

**3.21.15 HUD-CODE MANUFACTURED HOME SALES**

HUD-Code Manufactured Home subdivisions shall be for residential purposes only. Sales of these homes shall be limited to those which become available on the market on an individual basis. Commercial sales and promotion are not permitted.

**3.21.16 LANDSCAPING REGULATIONS**

Landscape regulations primarily include a twenty percent (20%) landscaping requirement, parking lot landscaping, open space requirements and a landscape plan. See *Section 5.44* for detailed requirements.

**3.21.17 DEFINITIONS**

For the purposes of this Section, the following definitions shall apply:

*Agent.* Any person authorized by the licensee of a mobile home or recreational vehicle park to operate or maintain such park under the provisions of this Ordinance.

*Building Official.* The legally designated inspection authority of the Building Department of the City or his authorized representative.

*Driveway.* A minor private way used by vehicles and pedestrians on a mobile home or recreational vehicle stand or used for common access to a small group of stands or facilities.

*HUD-Code Manufactured Home.* A structure constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development, transportable in one (1) or more sections, which in the traveling mode is eight (8) body feet or more in width, or forty (40) body feet in length excluding tongue, or when erected on-site is three hundred (320) and twenty or more square feet, and which is built on a permanent foundation when connected to the required utilities and includes the plumbing, heating, air conditioning and electrical systems.

*License.* A written license issued by the Community Development Director allowing a person to operate and maintain a mobile home or recreational vehicle park under the provisions of this Ordinance and regulations issued hereunder.

*Licensee.* Any person licensed to operate and maintain a mobile home or recreational vehicle park under the provisions of this Ordinance.

*Mixed Use Park.* A unified development of designated home spaces arranged on a large tract or site under single ownership, meeting all requirements of this Ordinance, and designed to accommodate mobile homes or HUD-Code Manufactured Homes for a more or less permanent duration, and a development of designated spaces on which one (1) or more recreational vehicles are parked or situated and used for the purpose of supplying to the public a parking space for one (1) or more such recreational vehicles.

*Mobile Home.* A structure constructed before June 15, 1976, transportable in one (1) or more sections, which in the traveling mode is eight (8) body feet or more in width or forty (40) body feet in length excluding tongue, or when erected on site is three hundred and twenty (320) or more square feet, and which is built on a permanent chassis and

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designed to be used as a dwelling, with or without a permanent foundation, when connected to the required utilities and includes the plumbing, heating, air conditioning and electrical systems.

*Mobile Home Park.* A unified development of local home spaces arranged on a large tract or site under single ownership, meeting all requirements of this Ordinance, and designed to accommodate mobile homes or HUD-Code Manufactured Homes for a more or less permanent duration.

*Permit.* A written permit or certification issued by the Community Development Director permitting the construction, alteration and extension of a mobile home or Recreational Vehicle park under the provisions of this Ordinance and regulations issued hereunder.

*Recreational Vehicle (RV).* A vehicle which is built on a single chassis, four hundred (400) square feet or less when measured at the largest horizontal projections, self-propelled or permanently towable by a light duty truck, and designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. This term shall also include travel trailer, camping trailer, pickup camper or coach, and motor home.

*Recreational Vehicle (RV) Park.* A unified development of spaces on which one (1) or more recreational vehicles are parked or situated and used for the purpose of supplying to the public a parking space for one or more such recreational vehicles.

*Service Building.* A structure which houses toilet, lavatory, and such other facilities as may be required by this Ordinance.

*Sewer Connection.* The connection consisting of all pipes, fittings and appurtenances from the drain outlet of a mobile home or recreational vehicle to the inlet of the corresponding sewer riser pipe of the sewage system serving the mobile home or recreational vehicle park.

*Sewer Riser Pipe.* That portion of a sewer lateral which extends vertically to the ground elevation and terminates at a mobile home or recreational vehicle space.

*Skirting or Underpinning.* Shall be opaque material consisting of weather resistant material commonly sold for this application. There shall not be allowed any use of corrugated to the structure and shall not be used for the containment of animals.

*Space.* A plot of ground within a mobile home or recreational vehicle park designed for the accommodation of one mobile home, HUD-Code Manufactured Home or recreational vehicle unit. This term shall also include the terms "lot", "stands" and "stall".

*Water Connection.* The connection consisting of all pipes, fittings, and appurtenances from the water riser pipe to the water inlet pipe of the distribution system within a mobile home or recreational vehicle.

*Water Riser Pipe.* That portion of the water supply system serving a mobile home or recreational vehicle park which extends vertically to the ground elevation and terminates at a designated point at a mobile home or recreational vehicle space.

*Zoning Ordinance.* The Comprehensive Zoning Ordinance of the City of Hillsboro.

## **4.30 HUD CODE MANUFACTURED HOME OVERLAY ZONE**

### **4.30.1 PURPOSE**

The HUD Code Manufactured Home Overlay Zone establishes a zoning designation that permits diversity in housing style in certain parts of the City where such diversity is appropriate and desirable.

### **4.30.2 DISTRICT REGULATIONS AND REQUIREMENTS**

The regulations established in the underlying districts shall apply unless otherwise modified in these HUD Code Manufactured Home district regulations and as follows:

- A. Be no less than forty (40) feet in length and twenty-eight (28) feet in width; and
- B. Comply with the *Article 3, Section 3.21, "MH" HUD Code Manufactured Housing District, Section 3.21.5, Development and Installation Regulations, and Section 3.21.6, Site-Built Additions.*