



# City of Dickinson Community Development

## Manufactured Home Placement / Manufactured Home Park License Application

### Property Information

Address: \_\_\_\_\_  
County Appraisal District No.: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Acres: \_\_\_\_\_ Floodplain: \_\_\_\_\_

### Property Owner Information

Owner: \_\_\_\_\_  
*Last First M.I.*  
Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_ *City State ZIP Code*  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Manufactured Home Park Information

New License       License Renewal       Placement

Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
*Last First M.I.*  
Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_ *City State ZIP Code*  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Applicant / Agent Information

Applicant: \_\_\_\_\_  
*Last First M.I.*  
Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_ *City State ZIP Code*  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Transport Company Information

Company: \_\_\_\_\_

Contact: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Delivery Date: \_\_\_\_\_

**\*\* permit must be issued prior to placement \*\***

### Manufactured Home Details

New  Used

Home Details: \_\_\_\_\_  
*Manufacturer Year*

\_\_\_\_\_  
*Serial Number HUD Label*

Size: \_\_\_\_\_ Total area (SF): \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. By my signature, I hereby affirm that I am the **property owner** of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is **complete and accurate**, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's Fee Schedule. This (FEE) is **non-refundable** even in the event of application withdrawal. I have the power to authorize and hereby grant permission for **City of Dickinson Officials** to enter the property on official business as part of the application process.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### Staff Use Only

Date Received: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Permit Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

### Plan Review Use Only

Zoning District: \_\_\_\_\_

Zoning \_\_\_\_\_  APPROVED:  DENIED

Building: \_\_\_\_\_  APPROVED  DENIED

## Manufactured Home Placement / Manufactured Home Park License Requirements Checklist

The following list of submittal requirements shall be used by the applicant as a checklist in preparing a complete application. Applications that do not have these items will be rejected and returned to the applicant. Additional information can be found in the Dickinson Code of Ordinances.

### IN LICENSED MANUFACTURED HOME PARK

- Application – complete with signature.
- Fees – The following fees have been adopted by City Council and are periodically changed. All fees are non-refundable.
  - Manufactured Home Placement
    - \$100.00 Application
  - Manufactured Home Park License
    - \$100.00 Application, PLUS
    - \$100.00 New License OR
    - \$50.00 Annual License Renewal, PLUS
    - \$10.00 Transfer Fee (if applicable)
- Authorization:
  - Ownership – submit county appraisal information verifying ownership. If county appraisal information is not correct, submit deed.
  - Agent Authorization – if you are an agent and not the property owner, submit a notarized statement from the owner naming you as agent for this application.
  - Signatory Authorization – if the property is owned by any entity or corporation and not an individual, submit Articles of Incorporation or other official documentation verifying signatory authorization.
- Proposed Site Plan – A Site Plan of the property, reflecting the location and address of each mobile home. Site plan showing the location of the space outside to be occupied with calculations and dimensions, including:
  - Fire lane
  - Parking - If multi-tenet use, parking plan must include all uses.
  - Lighting (Emergency and site lighting)

### License:

In Accordance with Chapter 9, Manufactured Homes, of the City of Dickinson Code of Ordinances, operators of Manufactured Home Parks are required to obtain an Annual License prior to February 1st of each year.

- List of Manufactured Homes – A current List of all mobile homes in the park, including the make, model, serial number, & year of mobile home.
- List of Residents – A list of the Residents/tenants including their name, telephone number and current mailing address.
- Certificate of Occupancy – copy of valid Certificate of Occupancy is required for all commercial uses.

### Manufactured Home Placements:

- Statement of Ownership and Location – Certified Copy as Submitted to Texas Department of Housing and Community Affairs, Manufactured Housing Division.
- Notice of Installation – Form T
- Manufactured Home License – copy of valid Manufactured Home License.

## Manufactured Home Placement Requirements Checklist

The following list of submittal requirements shall be used by the applicant as a checklist in preparing a complete application. Applications that do not have these items will be rejected and returned to the applicant. Additional information can be found in the Dickinson Code of Ordinances.

### OUTSIDE MANUFACTURED HOME PARK

- Application – complete with signature.
- Fees – The following fees have been adopted by City Council and are periodically changed. All fees are non-refundable.
  - Manufactured Home Placement
    - \$100.00 Application
  - Manufactured Home Park License
    - \$100.00 Application, PLUS
    - \$100.00 New License OR  \$50.00 Annual License Renewal
    - \$10.00 Transfer Fee (if applicable)
- Authorization:
  - Ownership – submit county appraisal information verifying ownership. If county appraisal information is not correct, submit deed.
  - Agent Authorization – if you are an agent and not the property owner, submit a notarized statement from the owner naming you as agent for this application.
  - Signatory Authorization – if the property is owned by any entity or corporation and not an individual, submit Articles of Incorporation or other official documentation verifying signatory authorization.
- Proposed Site Plan – A Site Plan of the property, reflecting the location and address of each mobile home. Site plan showing the location of the space outside to be occupied with calculations and dimensions, including:
  - Fire lane
  - Parking - If multi-tenet use, parking plan must include all uses.
  - Lighting (Emergency and site lighting)
- Statement of Ownership and Location – Certified Copy as Submitted to Texas Department of Housing and Community Affairs, Manufactured Housing Division.
- Notice of Installation – Form T

In some cases, when a manufactured home is not in a Manufactured Home Park and is removed it is permitted to be replaced. Per City of Dickinson Code of Ordinances Section 18-106, A structure lawfully existing on July 24, 20001, although not conforming to the provisions, shall be allowed to continue in existence subject to the terms of this article.

- Registration of Non-conforming use and/or structure – provide proof of registration (if applicable).
- Official Documentation of Replacement – Per City of Dickinson Code of Ordinances Section 18-112, Mobile homes or manufactured homes heretofore installed in compliance with city ordinances, being properly permitted thereunder, utilized continuously as a residence, and being connected to all utilities, may be replaced with newer model manufactured homes, subject to the requirements of this chapter and chapter 9 of the city's Code of Ordinances. In the event of such replacement, documentation as to the use and connection to utilities must be provided to the city, and the old unit must be removed and the new unit must be installed **within ninety (90) days** (if applicable).



# City of Dickinson Community Development

## Manufactured Home Detail Sheet

### Manufactured Home Park Information

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

Contact: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Resident / Tenant Information

Resident/  
Tenant: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Manufactured Home Details

New  Used

Home Details: \_\_\_\_\_  
*Manufacturer Model Year*

\_\_\_\_\_ *Serial Number HUD Label*

Size: \_\_\_\_\_ Total area (SF): \_\_\_\_\_