



Application for a Manufactured Home for a Dependent Relative

BP-78

Department of Building and Planning

Preliminary Submittal

Prior to filing an application, the project applicant shall become familiar with current procedures and forms. Department of Building and Planning personnel are available for advice on current procedures or past actions which may affect the proposal and Zoning Code requirements.

Submittal Requirements

Department policy requires that the following information be submitted at a minimum:

- Completed application form
- Completed Certificate of Exemption form (if required)
- Statement of Attending Physician for Dependent Relative (current signature)
- Affidavit of Dependent Relative Circumstances (notarized)
- Detailed Site Plan
- Payment of fees

Site Plan Requirements

Submit one copy of the site plan drawn to scale and indicating the following information, unless relieved by the Department of Building and Planning personnel:

- Detailed site plan on 8 1/2 x 11 inch of paper or larger. Please indicate:
 - Scale used and a marker showing the direction of north.
 - Location and dimension of all property lines.
 - Location, dimensions and type of easements (i.e., drainage, access, utilities).
 - Location, dimension and use of all existing distances from property lines.

- Existing buildings scheduled for demolition or removal must be indicated.
- Existing buildings
- For all proposed buildings show porches, walks, decks, overhangs, etc.
- If the project is located within 250 feet of a body of water or wetland the ordinary high water mark needs to be indicated.

Placement of a manufactured home will require a installation permit. Please refer to Department of Building and Planning Brochure BP-3 Manufactured Home permits for permit requirements.

Additional information may be required by the Department of Building & Planning before the application is submitted if it is found that such information is needed to clarify any submittal requirements.

Other Brochures that may be helpful

- BP-3 Manufactured Home Permits
- BP-2 Demolition Permits

For more information contact:

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Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy. This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation. For detailed information on a particular project, permit, or code requirement refer directly to applicable file and/or code/regulatory documents or contact the appropriate division or staff.