CITY OF HOOD RIVER
LAND USE APPLICATION INSTRUCTIONS & TIMELINE

1. **Review Required:** The attached application is required by the Hood River Municipal Code ("Code") for review of your proposed development. Review is required to make sure that your proposal complies with the applicable provisions of the Code and that there are adequate capacities of public facilities to meet the needs of your development.

2. **Pre-Application Conference:** Prior to submitting your application, you may be required to attend a pre-application conference with city staff to discuss applicable standards and criteria of the Code, and submittal requirements to make your application complete. Pre-application conferences typically are scheduled approximately 4 weeks after submittal of an application and fee. You also may be required to conduct a neighborhood meeting (mandatory for subdivisions and PUDs).

3. **Application Submittal:** Applications may be mailed or submitted in person to the City of Hood River Planning Department at City Hall, 211 2nd Street, Hood River, OR 97031. The following *must* be included in your application packet:
    - Completed application form with property owner signature
    - All required materials listed in the application form
    - Application fee
    - Electronic copy of application materials (original .pdf, not scanned) and one (1) paper copy of application and all support materials

    It is the applicant's responsibility to demonstrate the proposal meets standards & approval criteria.

4. **Completeness Review (≤ 30 days):** Upon submittal, your application will be reviewed for completeness within 30 days. Completeness is based upon the requirements of State law (ORS 227.178) and the requirements in the Code for your development proposal. It is the applicant's responsibility to provide written findings and materials to demonstrate the application complies with the applicable approval criteria and standards.

5. **Incomplete Applications (> 30 days):** If the Planning Department determines that your application is "incomplete," you will be informed in writing and provided with a list of missing or incomplete materials and options for completing the application. Refusal to submit all or some of the missing information could limit the city's ability to approve your application. Incomplete applications become void 181 days after submittal (ORS 227.178).

6. **Complete Applications:** If the Planning Department staff determines that an application is "complete," you will be informed in writing and the review process will begin.

7. **Review Process (≤ 120 days):** Review of your application may be administrative, with no public hearing, or it may be quasi-judicial, with a public hearing. For quasi-judicial review, applicants are required to attend the public hearing. Notice of the application or public hearing will be mailed to neighboring property owners for comment.

8. **Decision:** A decision with findings and conditions of approval will be issued after a public comment period and public hearing (if applicable). All land use decisions are subject to an appeal process. A final decision is expected within 120 days after an application is deemed complete pursuant to ORS 227.178.

If you have questions about this process, please call the Planning Department at (541) 387-5210. Application forms, the City's Code and other useful information are available at the Planning Department's website: http://cityofhoodriver.gov/planning/

File No.: _____
Fee: _____
Date Submitted: _____

CITY OF HOOD RIVER
MANUFACTURED AND MOBILE HOME PARK APPLICATION

Submit the completed application form **with one (1) paper copy of all application materials including full- and reduced-sized plans, one electronic copy (original .pdf), and appropriate fees to the City of Hood River Planning Department, 211 2nd St., Hood River, OR 97031.** Additional paper copies may be required as determined by staff. If you have any questions, please contact the Planning Department at (541) 387-5210.

APPLICANT: ***(attach a copy of title or purchase contract if applicable*)***

Name: _____

Address: _____
(physical)

_____

(mailing) _____

_____

(email) _____

Telephone: _____ Cell Phone: _____

Signature: _____

PARCEL OWNER: (if different than applicant)

Name: _____

Address: _____
(mailing)

_____

Telephone: _____ Cell Phone: _____

Signature: _____

Authorization of parcel owner required.

PARCEL INFORMATION:

Township _____ Range _____ Section _____ Tax Lot(s) _____

Current Zoning: _____ Parcel Size: _____

Property Location (cross streets or address): _____

PLAN REQUIREMENTS: The plan accompanying the application shall include the following information. Please use this as a check-off list to make sure your application is complete.

- ☐ 1. Name of the property owner, the applicant, and the person who prepared the plan.
- ☐ 2. Name of the mobile home park and address.
- ☐ 3. Site Plan showing the layout of the mobile home park to scale (e.g. 1"=20 feet).
- ☐ 4. Scale and north point of the plan.
- ☐ 5. Vicinity map showing relationship of mobile home park to adjacent properties.
- ☐ 6. Boundaries and dimensions of the mobile home park.
- ☐ 7. Location and dimensions of each mobile home site, with each site designated by number, letter, or name.
- ☐ 8. Location and dimensions of each existing and proposed structure.
- ☐ 9. Location and width of park streets.
- ☐ 10. Location and width of walkways.
- ☐ 11. Location of each lighting fixture.
- ☐ 12. Location of recreational areas and buildings.
- ☐ 13. Location and type of landscaping plantings, fence, wall, or combination of any of these, or other screening materials.
- ☐ 14. Location of point where mobile home park water and sewer systems connect with the public systems.
- ☐ 15. Location of existing and proposed fire hydrants.
- ☐ 16. Location of existing and proposed public and private utilities serving the park.
- ☐ 17. Enlarged plot plan of a typical mobile home site, showing location of the pad, patio, storage space, parking, sidewalk, utility connections, and landscaping.

APPROVAL CRITERIA: On a separate sheet(s) of paper, explain *in detail* how your proposal addresses the General Standards, Site Development Standards, Other Site Requirements, and State Requirements as detailed in Chapter 17.12.060.

CHAPTER 17.12 MANUFACTURED HOMES AND MOBILE HOME PARK PROVISIONS

SECTIONS:

17.12.010	Placement of Manufactured Homes on Individual Lots
17.12.020	Additional Criteria for Manufactured Homes in R-1 Zone
17.12.030	Mobile Home/Manufactured Dwelling Parks
17.12.040	Information Required for Preliminary Site Plan Review
17.12.050	Final Site Plan and Submission Requirements
17.12.060	General Standards for Mobile Home Park Development

17.12.010 Placement of Manufactured Homes on Individual Lots

The following standards apply to manufactured homes on individual lots or parcels in all zones where manufactured homes are a permitted use:

1. The manufactured home shall be multi-sectional and enclose a space of not less than 1,000 square feet.
2. The manufactured home shall be placed on an excavated and back-filled foundation and enclosed at the perimeter such that no more than twelve (12) inches of the enclosing material is exposed above grade. Where the building site has a sloped grade, no more than twelve (12) inches of the enclosing material

shall be exposed on the uphill side of the home. If the manufactured home is placed on a basement, the twelve (12) inch limitation will not apply.

3. The manufactured home shall have a pitched roof with a slope of not less than a nominal three (3) feet in height for each twelve (12) feet in width.
4. The manufactured home shall have exterior siding and roofing which in color, material, and appearance, is similar to the exterior siding and roofing material commonly used on new residential dwellings within the community.
5. The manufactured home shall be certified by the manufacturer to have an exterior thermal envelope meeting performance standards that will reduce heat loss to levels equivalent to the heat loss performance standards required of single-family dwellings constructed under the State Building Code.

17.12.020 Additional Criteria for Manufactured Homes in the R-1 Zone

The following additional standards apply to manufactured homes on individual lots or parcels in the R-1 Zone:

A. All manufactured homes shall have a minimum eave extension of six (6) inches.
B. Manufactured homes shall utilize at least five (5) of the following design features to provide visual relief:
    1. Dormers
    2. Gables
    3. Recessed entries
    4. Covered porch entries
    5. Cupolas
    6. Bay or bow windows
    7. Garage
    8. Window shutters
    9. Skylights
    10. Attached deck
    11. Off-sets on building face or roof (min. sixteen inches)
    12. Roof pitch of 5/12 feet or greater
    13. Minimum eave extension of twelve (12) inches, including gutters.

17.12.030 Mobile Home/Manufactured Dwelling Parks

The following requirements apply to new, expanded, or altered mobile home parks. Parks are allowed in the R-1, R-2, and R-3 zones.

1. Parks are not permitted in commercial or industrial zones.
2. Minimum lot size of one (1) acre with a maximum of two (2) acres.
3. No park shall be established or expanded without first receiving approval of the Planning Commission.
4. The Planning Commission shall grant or deny approval of a park based on the criteria delineated in this chapter and the procedural requirements of the *Review Procedures* (Chapter 17.09).
5. Notwithstanding, parks shall comply with the City of Hood River's Comprehensive Plan.

17.12.040 Information Required for Preliminary Site Plan Review

The application for a preliminary site plan review for a mobile home park shall be filed with the Planning Department on a form obtained from the Planning Director and shall be accompanied by a site plan showing the general layout of the entire mobile home park and drawn to a scale not smaller than one (1) inch representing fifty (50) feet. The drawing shall show the following information:

1. Name of the property owner, the applicant, and the person who prepared the plan.
2. Name of the mobile home park and address.
3. Scale and north point of the plan.
4. Vicinity map showing relationship of mobile home park to adjacent properties.
5. Boundaries and dimensions of the mobile home park.

6. Location and dimensions of each mobile home site, with each site designated by number, letter, or name.
7. Location and dimensions of each existing or proposed structure.
8. Location and width of park streets.
9. Location and width of walkways.
10. Location of each lighting fixture.
11. Location of recreational areas and buildings.
12. Location and type of landscaping plantings, fence, wall, or combination of any of these, or other screening materials.
13. Location of point where mobile home park water system connects with the public system.
14. Location of available fire and irrigation hydrants.
15. Location of public telephone service for the park.
16. Enlarged plot plan of a typical mobile home site, showing location of the pad, patio, storage space, parking, sidewalk, utility connections, and landscaping.

17.12.050 Final Site Plan and Submission Requirements

At the time of application for final approval to construct a new mobile home park, or expansion of an existing mobile home park, the applicant shall submit copies of the following required detailed plans to the appropriate reviewing departments and agencies:

1. New structures.
2. Water supply and sewage disposal system.
3. Electrical systems.
4. Road, sidewalk, and patio construction.
5. Drainage system.
6. Recreational area improvements.

17.12.060 General Standards for Mobile Home Park Development

A. **Access**. A mobile home park shall be established on a site that has frontage on, or access, approved by the City Engineer, to a publicly owned and maintained street. If the street is not publicly maintained, a maintenance agreement approved by the City Engineer will be required.

B. **Park Streets**. Construct well-drained and paved streets at least twenty (20) feet in width, unobstructed and open to traffic within the mobile home park. The park street width and alignment shall be designed such that it will accommodate the backing and placement of the homes, which may require a larger than twenty (20) foot street. If the owner or operator permits parking of motor vehicles on the park streets, the owner or operator shall construct the park streets at least thirty (30) feet in width.

C. **Sidewalks**. A paved public sidewalk of not less than four (4) feet in width shall be provided from each mobile home site to public and private streets, common open spaces, recreational areas, and community-owned buildings and facilities.

D. **Paving**. Park streets shall be paved with an asphalt or concrete surfacing, according to the structural specifications established by the City Engineer.

E. **Off-street Parking**.
   1. Two (2) hard surfaced, off-street parking spaces shall be provided for each mobile home site, either on the site or within 200 feet thereof in the mobile home park..
   2. Guest parking shall also be provided in every mobile home park, based on a ratio of one (1) parking space for each four (4) mobile home sites. Such parking shall be paved with an asphalt or concrete surface.

F. **Fencing and Landscaping**. A landscaping plan drawn to scale shall be submitted with the preliminary plan showing the following:
   1. Every mobile home park shall provide a visual buffer of evergreen, or other screening/planting, along all boundaries of the mobile home park site abutting public roads or property lines except for points of ingress and egress, with the exception of dwellings fronting and accessing a public

dedicated street. Plantings shall not be less than five (5) feet in height at the time of planting and shall be maintained in a healthy, living condition for the life of the mobile home park.

2. Landscaping shall be provided within the front and side yard setback areas, and all open areas in the mobile home park not otherwise used.
3. The landscaping plan shall show the location of all landscaped materials and include plant material, total number of individual plants being used, and proposed watering system. Watering systems shall be installed to assure landscaping success. If plantings fail to survive, it is the responsibility of the property owner to replace them.

G. **Site Development Standards**.

1. Acreage: There shall be a one (1) acre minimum and a two (2) acre maximum in the R-1, R-2, and R-3 zones.
2. Density:
   R-1: Six (6) unit maximum per acre
   R-2: Eight (8) unit maximum per acre
   R-3: Ten (10) unit maximum per acre
3. Setbacks:
   a. No mobile home shall be located closer than ten (10) feet from a public dedicated street. Garages facing a public dedicated street shall be twenty (20) feet from the property line.
   b. No mobile home shall be located closer than ten (10) feet from an interior park property line.
4. Spacing:
   a. Mobile homes shall meet all spacing criteria listed in Section 9.5 of the *Oregon Manufactured Dwelling Code*.
   b. A mobile home shall be separated from an adjoining mobile home and its accessories by a minimum of ten (10) feet, end to end or side to side.
   c. The distance between non-HUD approved mobile homes placed parallel to each other may be ten (10) feet on one side, but must be at least fourteen (14) feet on the other. When not placed parallel to each other, or when parallel if one (1) or more of the units is a tip-out, non-HUD approved mobile homes may be ten (10) feet apart on both sides, but must be at least fourteen (14) feet apart for half (½) their length. .
   d. Adjacent mobile homes in all parks must be placed at least fourteen (14) feet apart where a flammable or combustible fuel storage vessel is located on or between units.
5. Each mobile home shall have 120 square feet of one (1) or more wooden decks or slabs of patios of concrete, flagstone or equivalent material.
6. All mobile homes within the park shall be provided with skirting.
7. New parks shall be placed at least 500 feet from another park excluding parks established prior to the effective date of this ordinance.

H. **Other Site Requirements**.

1. Recreational area: Recreation areas for the residents shall be provided with a minimum of 100 square feet for each mobile home site, however, every mobile home park shall have no less than a minimum of 5,000 square feet of common play area, which shall be maintained in a clean, usable, and safe condition.
2. Accessories: Accessory structures located on a mobile home site shall be limited to the normal accessories such as an awning, cabana, ramada, patio, carport, garage, or storage building. No other structural additions shall be built onto or become part of any mobile home, and no mobile home shall support any building in any manner.
3. Utilities: All utilities including sewer, water, power, cable, telephone, and others shall be placed underground. Utilities shall be designed by a State of Oregon licensed engineer and shall be reviewed and approved by the City Engineer.
4. Drainage: A drainage plan to facilitate storm water runoff shall be prepared by a State of Oregon licensed engineer and shall be reviewed and approved by the City Engineer.

5. Trash Areas: All mobile home parks shall have shared trash and rubbish facilities and these areas must also contain areas for recycling. These facilities shall be visually screened.
6. Lighting: Artificial lighting shall not glare, deflect, or reflect onto adjacent residential zones and residential uses in the park nor be unnecessarily bright.
7. Addressing: Address identification shall be standardized throughout the park. The park owners shall be required to provide the addresses and maintain them. The numbers must be four (4) inches in size and labeled in the vertical position (reading left to right).

I. State Requirements. Rules and regulations governing mobile home facilities as contained in Oregon Revised Statute, Chapter 446, shall be applicable in the development and operation of a mobile home park, provided that the provision of this Ordinance shall prevail where said provisions are more stringent than those imposed by state law, rules, or regulations.