

Nancy S. Mikeska, Director

Chuck Purvis, Certified Building Official



**CITY OF CONROE**  
**COMMUNITY DEVELOPMENT**

(936) 522-3610

## **MANUFACTURED HOME PARKS DEVELOPMENT PERMIT APPLICATION**

### **City of Conroe Code of Ordinances Chapter 82-61**

- I. GENERAL INFORMATION
  - A. MANUFACTURED HOME PARKS SHALL BE A MINIMUM OF TEN SPACES AND SHALL BE IN ACCORDANCE WITH CHAPTER 82 OF THE CITY ORDINANCE. PLANNING COMMISSION APPROVAL IS NOT REQUIRED; HOWEVER, ALL CITY REQUIREMENTS MUST BE COMPLIED WITH.
  - B. MANUFACTURED HOME LOTS OR SPACES WITHIN A MANUFACTURED HOME PARK ARE NOT ALLOWED WITHIN THE FLOODPLAIN. (82-64.h).
- II. THE APPLICATION FORM FOR THE PARK SHALL BE COMPLETED BY THE APPLICATION AND SUBMITTED TO THE DIRECTOR OF COMMUNITY DEVELOPMENT. NO PLANNING COMMISSION APPROVAL IS REQUIRED.
- III. THE OWNER AND HIS/HER ENGINEER SHALL COMPLETE THEIR PART OF THE CHECKLISTS, PAGES 1 THROUGH 5.

**MANUFACTURED HOME PARKS DEVELOPMENT PERMIT APPLICATION**  
**Chapter 82-61**

FEE: \$100.00

**I. GENERAL INFORMATION:**

Name of Proposed Manufactured Home Park: \_\_\_\_\_

Name of Owner / Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Location and legal description of property: \_\_\_\_\_

**II. SUBMIT THREE SETS OF PLAT AND COMPLETE ENGINEERING SITE PLANS AND SPECIFICATIONS FOR THE MANUFACTURED HOME PARK SHOWING:**

1. All roads within the park.
2. All existing and proposed natural or artificial water or drainage areas –alleys, streets, pipe lines, etc.
3. Plan of the proposed water distribution system. (System shall be private, including fire lines, and installed by a licensed plumber in accordance with the City of Conroe Plumbing Code.)
4. Plan of the proposed sewage collection system. (System shall be private, and installed by a licensed plumber in accordance with the City of Conroe Plumbing Code.)
5. Manufactured home spaces shall abut upon a driveway which has unobstructed access to a public street, alley or highway.
6. Spaces shall be denied access to public streets. Spaces shall be a minimum of 40 x 105 feet and shall provide a parking space measuring 9 x 20 feet.
7. Building set back restrictions (82-62.b.1-3): 25 feet from the back of curb.5 feet from side and 10 feet from rear lot lines.

**III. EACH MANUFACTURED HOME PARK MUST COMPLY WITH THE CITY TREE PRESERVATION ORDINANCE (CHAPTER 102-61).**

Owner Signature: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

**ADMINISTRATIVE CHECKLIST  
MANUFACTURED HOME PARKS**

Date: \_\_\_\_\_ Name of Proposed Manufactured Home Park: \_\_\_\_\_

Necessary for Submittal

	CITY	ENG.	
1.	_____	_____	Check made payable to the City of Conroe in the amount of \$100.00. (82-61.c.1).
2.	_____	_____	Three blueline drawings of the proposed development plat. (82-61.c.4).
3.	_____	_____	Three blueline drawings of the utility / drainage /site plan. (82-61.c.4.a-c).

**MANUFACTURED HOME PARK  
DEVELOPMENT PERMIT CHECKLIST**

Date: \_\_\_\_\_ Name of Proposed Manufactured Home Park: \_\_\_\_\_

Date Checked: \_\_\_\_\_

NOTE: THE DEVELOPMENT PLAT AND PLANS MUST SHOW AND COMPLY WITH THE FOLLOWING:

	CITY	ENG.	
1.	_____	_____	Scale no smaller than one hundred feet to one inch (100:1). (82-61.c.4).
2.	_____	_____	All approved internal access roads within the proposed park. (82-61.c.4.a)
3.	_____	_____	The location and dimensions of all manufactured home parking spaces. (82-61.c.4.b).
4.	_____	_____	The location of all existing and proposed natural or artificial water or drainage courses or facilities, streets, alleys, pipelines, utilities or other facilities or easements within the boundaries of the park. (82-61.c.4.c)

**MANUFACTURED HOME SPACES (82-62)**

5.	_____	_____	Minimum width of space –40 feet.
6.	_____	_____	Minimum depth of space –105 feet.
7.	_____	_____	Minimum area of space –4200 square feet.

**MANUFACTURED HOME SETBACKS (82-62)**

8.	_____	_____	Front yard setback of 25 feet measured from the back of curb of the adjacent private street.
9.	_____	_____	Side yard setback of 5 feet from an adjacent space.
10.	_____	_____	Side yard setback of 10 feet from adjacent street
11.	_____	_____	Rear yard setback of 10 feet.

**PRIVATE STREETS AND DRIVEWAYS**

12. \_\_\_\_\_

All privately maintained streets within the manufactured home park designed to provide access for delivery and installation of manufactured homes, as well as to serve the needs of ordinary vehicular traffic. (82-63.a)  
Street width of 29 feet. (82-63.b).

13. \_\_\_\_\_

14. \_\_\_\_\_

Curb and gutter design. (82-63.b).

15. \_\_\_\_\_

One off street paved parking space measuring 9 feet wide by 20 feet long per manufactured home space.

16. \_\_\_\_\_

Manufactured home parking spaces shall not front on a public street. (82-62.b.d)

17. \_\_\_\_\_

Streetlights at 300 foot intervals along internal access roads and at cul-de-sacs and intersections. (82.64.f)

**OTHER REQUIREMENTS**

18. \_\_\_\_\_

Garbage container location so that no manufactured home parking space is farther than 200 feet from the container site, except where private curbside garbage collection is provided. (82-64.(a)).

19. \_\_\_\_\_

Central water supply and sanitary sewer system conforming to the minimum standards of TNRCC.

20. \_\_\_\_\_

Fire hydrants spaced no farther than 500 foot intervals along streets with at least one hydrant per street. Fire lines must be a minimum of six inches in diameter. (82-64.c).

21. \_\_\_\_\_

Open space of 250 square feet provided for each manufactured home parking space which is less than 5000 square feet. (82-64.e)

22. \_\_\_\_\_

Manufactured home park separated from the adjoining property and/or public street by an opaque natural or artificial barrier which is at least six (6) feet in height. (82-64.g).

**STREETS (PLANS)**

23. \_\_\_\_\_

Proposed internal access streets and the existing public streets on which the park fronts.

24. \_\_\_\_\_

Streets provide access for delivery and installation of manufactured homes upon the adjacent manufactured home parking spaces, as

well as to serve the needs of ordinary vehicular traffic.

25. \_\_\_\_\_

Pavement width of 29 feet with curb and gutter (lay-down curbs are permitted).

26. \_\_\_\_\_

Streets of concrete or asphalt that are sufficient to withstand the anticipated traffic.

**WATER (PLANS)**

27. \_\_\_\_\_

Garbage container location so that no manufactured home parking space is farther than 200 feet from the container site, except where private curbside garbage collection is provided. (82-64.(a)).

28. \_\_\_\_\_

Central water supply and sanitary sewer system conforming to the minimum standards of TNRCC.

29. \_\_\_\_\_

Fire hydrants spaced no farther than 500 foot intervals along streets with at least one hydrant per street. Fire lines must be a minimum of six inches in diameter. (82-64.c).

30. \_\_\_\_\_

Open space of 250 square feet provided for each manufactured home parking space which is less than 5000 square feet. (82-64.e)

**SANITARY SEWER (PLANS)**

31. \_\_\_\_\_

Central sanitary sewer system conforming to the minimum standard TNRCC.

32. \_\_\_\_\_

All service laterals, manholes and cleanouts shown.

**DRAINAGE AND DETENTION (PLANS)**

33. \_\_\_\_\_

All manufactured home parking spaces are entirely outside of the 100 year floodplain.

34. \_\_\_\_\_

Storm water detention facilities provided in accordance with the provisions of the building code applicable to commercial development. (This note is not applicable for manufactured home parks that are less than five acres in size.)

35. \_\_\_\_\_

Internal storm sewer provided.