



MOBILE HOME PARK APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

To be completed by Applicant	PROJECT SUMMARY		
	TYPE OF MOBILE HOME PARK APPLICATION		
	Mobile Home Park Preliminary (MHP)	Mobile Home Park Final (MHF)	
	IS THIS A MODIFICATION OR AN ADDITION TO AN EXISTING APPROVAL?		
	YES Case # _____	NO	
	WILL THE PARK HAVE TRANSIENT CAMPER SPACES?		
	YES	NO	
UTILITIES AVAILABLE:			
WATER:	Public	On Site	SEWER: Public On Site
ALL REQUIRED MATERIALS ATTACHED			
<p>Complete application per CBJ 49.35.310</p> <p>Pre-Application Conference notes</p> <p>Narrative including:</p> <ul style="list-style-type: none"> Description of the proposed mobile home park. Current Use of the land Unique Characteristics of the land <p>Preliminary concept plan per CBJ 49.65.310 (c)(2)</p>			

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

MOBILE HOME PARK FEES	Fees	Check No.	Receipt	Date
Application Fees	\$ _____			
Admin. of Guarantee	\$ _____			
Adjustment	\$ _____			
Pub. Not. Sign Fee	\$ _____			
Pub. Not. Sign Deposit	\$ _____			
Total Fee	\$ _____			

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received
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Mobile Home Park Application Information

Mobile home parks are outlined in CBJ 49.65.310

Each application for a Mobile Home Park is reviewed by the Planning Commission at a public hearing through the Conditional Use Permitting Process. The permit procedure is intended to provide the Commission the flexibility necessary to make decisions tailored to individual applications. The Commission may stipulate conditions to mitigate external adverse impacts from the proposed use. If it is determined that these impacts cannot be satisfactorily overcome, the permit shall be denied. Once the preliminary plan has been approved by Planning Commission a second application will be need to be approved before construction begins.

Pre-Application Conference: A pre-application conference is required prior to submitting an application. The applicant will meet with City & Borough of Juneau and Agency staff to discuss the proposed development, the permit procedure and to determine the application fees. To schedule a pre-application conference, please contact the Permit Center at 586-0770 or via e-mail at Permits@juneau.org.

Application: An application for a Mobile Home Park Permit will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Mobile Home Park Application and Development Permit Application forms.
2. **Fees:** The fee for Preliminary Review is \$90.00 per lot or \$250.00, whichever is greater. The fee for Final Review is \$60.00 per lot or \$250.00, whichever is greater. Any development, work or use done without a permit issued will be subject to double fees. All fees are subject to change.
3. **Project Narrative:** A detailed narrative describing the project.
4. **Plans:** All plans are to be drawn to scale and clearly show the items listed below:
 - a. **Preliminary Plan** shall include all information necessary to allow for review of all design standards listed under 49.65.310(c)(2).
 - b. **Final Plan** shall include all information listed under CBJ 49.65.310(c)(3).

Document Format: All materials submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf (other formats may be preapproved by the Community Development Department).
2. Paper copies 11" X 17" or smaller (larger paper size may be preapproved by the Community Development Department).

Public Notice Responsibilities: As part of the Mobile Home Park permitting process, all permit requests must be given proper public notice, which consists of the following:

The Community Development Department will give notice of the pending Planning Commission meeting and its agenda in the local newspaper a minimum of 10-days prior to the meeting. Furthermore, CDD will mail notices to all property owners within 500-feet of the project site.

The Applicant will post a sign on the site at least 14 days prior to the meeting. The sign shall be visible from a public right-of-way or where determined appropriate by CDD. Signs may be produced by the Community Development Department for a preparation fee of \$50, and a \$100 deposit that will be refunded in full if the sign is returned within seven days of the scheduled hearing date. If the sign is returned between eight and 14 days of the scheduled hearing \$50 may be refunded. The Applicant may make and erect their own sign. Please speak with the Community Development Department for more information.

Application Review & Hearing Procedure: Once the application is determined to be complete, the Community Development Department will initiate the review and scheduling of the application. This process includes:

Review: As part of the review process the Community Development Department will evaluate the application for consistency with all applicable City & Borough of Juneau codes and adopted plans. Depending on unique characteristics of the permit request the application may be required to be reviewed by other municipal boards and committees. During this review period, the Community Development Department also sends all applications out for a 15-day agency review period. Review comments may require the applicant to provide additional information, clarification, or submit modifications/alterations for the proposed project.

Hearing: Preliminary Mobile Home Park Permit Applications must be reviewed by the Planning Commission. Once an application has been deemed complete and has been reviewed by all applicable parties the Community Development Department will schedule the requested permit for the next appropriate meeting.

Final Approval: After preliminary approval a second application and a building permit application is required to finalize all aspects of the plan. This will be reviewed for compliance with CBJ codes. Final plans are approved by the Director.

Per CBJ 49.65.310(g) Responsibilities of Mobile Home Park Management:

1. *The person to whom a Mobile Home Park permit is issued shall operate the park in compliance with this chapter and shall provide adequate supervision to maintain the park, its facilities and equipment in good repair and in a clean and sanitary condition.*
2. *The park management shall notify park occupants of all applicable provisions of this chapter and inform them of their duties and responsibilities under this chapter.*
3. *The park management shall supervise the placement of each mobile home on the mobile home stand.*
4. *The park management shall provide and maintain the proper size electrical receptacle, breaker and grounding at the electrical service for each mobile home lot.*
5. *The park management shall maintain a current register containing the names of all park occupants identified by lot number or street address. Such register shall be available to any authorized person inspecting the park.*
6. *The park management shall maintain roads within the mobile home park in a condition which will permit the park occupants safe access to and from each mobile home. The roads shall meet maintenance standards acceptable to the City and Borough.*

Per CBJ 49.65.310(h) Responsibilities of the Occupants of the Mobile Home Park:

1. *Each park occupant shall comply with all applicable requirements of this chapter and shall maintain his or her mobile home lot, facilities, and equipment in good repair and in a clean and sanitary condition.*
 2. *Each park occupant shall be responsible for proper placement of the mobile home on the mobile home stand and proper installation of utility connections in accordance with City and Borough standards.*
 3. *Porches, awnings, and other additions shall be installed only if permitted and approved by the park management. When installed they shall be maintained in good repair.*
 4. *Each park occupant shall store and dispose of all rubbish and garbage in a sanitary and safe manner. The garbage container shall be rodentproof, insectproof, and watertight.*
 5. *Smoke alarms and fire extinguishers for Class B and Class C fires shall be kept at each park occupant's premises and maintained in working condition.*
 6. *The area beneath the mobile home shall be enclosed by skirting.*
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