

Mobile/Manufactured Home Placement

Handout #47 Revised: 7/14/09



Where can I place a mobile/manufactured home?

Clark County has different standards for mobile/manufactured home placement that depend on the type of lot that the owner wishes to use for placement that are detailed below:

Type A. Placement Standards for Legal Lots in the Rural Area (Outside the Urban Growth Boundary) and for Lots Created Prior to November 19, 1997

If your lot falls into this category, no review is required through the planning division. Therefore, you must only apply for a placement permit through the Building Division. Please see the section "What are the requirements for a Placement Permit?" below.

Type B Placement Standards for Legal Lots Created After November 19, 1997 in certain Urban Zones

Within the single family zones (R1-20, R1-10, R1-7.5, R1-6, and R1-5) and certain multi-family zones (R-12, R-18, OR-15 and OR-18), mobile/manufactured homes are prohibited on lots created after November 19, 1997 unless the developer of the subdivision or short plat requested that they be permitted.

If the placement of manufactured/mobile homes was requested, the provision was required to be made a condition of approval and a note was required to be recorded on the plat. Therefore, if a note allowing placement of mobile/manufactured homes is on the plat of the subdivision or short plat, then they are permitted. If a note does not appear, placement of mobile/manufactured homes is not permitted.

In addition, special provisions apply that relate to the type of mobile/manufactured homes that are permitted in these areas. Please see the section "What are the Special Provisions for Type B Mobile Home Placements?" below.

Type C Placement Standards for Legal Lots Created After November 19, 1997 in all other Urban Zones

Within several of the multi-family zones (R-22, R-30, R-43, OR-22, OR-30, and OR-43), placement of mobile/manufactured homes is specifically prohibited.

Within a few other urban zones including the Urban Holding districts (UH-5, UH-10, UH-20) and the Rural Commercial and Neighborhood Commercial districts (CR1, CR2 and C2), single family residences are permitted, which can include mobile/manufactured homes. Special provisions apply. Please refer to the standards within these districts, Clark County Code (CCC) Sections 40.230.070 or 40.230.010 and to the section "What are the

requirements for a Placement Permit?" below. The "Special Provisions for Type B Mobile Home Placements" described below does not apply within these districts.

What are the special provisions for "Type B" mobile home placements?

As described above, within the single family zones (R1-20, R1-10, R1-7.5, R1-6, and R1-5) and certain multi-family zones (R-12, R-18, OR-15 and OR-18), mobile/manufactured homes require special provisions prior to placement. First, if the lot was created after November 19, 1997, a note allowing placement of mobile/manufactured homes must appear on the plat.

Where the owner of the mobile/manufactured home is not the sole owner of the lot upon which the home is to be located, both the property owner and the mobile home owner shall jointly apply for the mobile home placement permit. Due to the applicability of the Mobile Home/Landlord Tenant Act, the mobile home owner shall not be responsible for paying impact fees, sewer connection fees or other entrance fees pursuant to Revised Code (RCW) 59.20.060 2(e).

In addition, the mobile home structure shall meet the following requirements:

1. Type of Unit
 - a. Must be a single-family dwelling fabricated on a permanent chassis that is transportable in one (1) or more sections;
 - b. Must be designed to be used with or without a permanent foundation when connected to the required facilities;
 - c. Must have sleeping, cooking, and plumbing facilities, or any combination thereof; and is intended for permanent human occupancy or is being used for residential purposes.
 - d. Shall not include "recreation vehicle," "commercial coach," "camping vehicle," "travel trailer," "park trailer," "tip-out," and any other similar vehicle which is not designed and constructed for residential purposes for use as a single-family dwelling and is not otherwise labeled as a manufactured or mobile home under any federal or state law.
2. Minimum Size. Two fully enclosed parallel sections of not less than eight hundred sixty-four (864) square feet or a multi-story structure with equivalent square footage.
3. Minimum Dimensions. Twenty-four (24) feet by thirty-six (36) or eight hundred sixty-four (864) square feet.
4. Minimum roof pitch and materials. Roof pitch shall not be less than a 2.85 foot rise for each twelve (12) feet of horizontal run. Roof construction shall be with composition or wood shake or shingle, non-reflective coated metal, or similar material.
5. Skirting and Siding. Except where the foundation base of the mobile home is flush to ground level, each mobile home shall install skirting material which is of similar material, color and pattern as the siding of the home; or a masonry foundation. Exterior siding shall be similar in appearance to siding materials

commonly used on conventional site-built uniform building code single-family residences.

6. Age of Mobile Home. The mobile home shall bear an insignia of approval from the U.S. Department of Housing and Urban Development, and be constructed to state and federal requirements after June 15, 1976.
7. Storage or Garage. Each mobile home shall have a minimum of two (2) off street parking spaces. In addition, each mobile home shall provide:
 - (i) In the R1-20, R1-10, R1-7.5 zones, a minimum of an enclosed single car garage of not less than two hundred eighty-eight (288) square feet.
 - (ii) In the R1-6, R1-5, R-12, R-18 and OR-18 zones, a minimum of a storage building containing a floor area of at least one hundred (100) square feet.
 - (iii) Where required, each garage or storage building shall be constructed of the same exterior material which is similar in color and pattern as the siding of the home.

What types of structures require a placement permit?

A permit is required for all mobile/manufactured homes (Types A, B and C described above). For permitting purposes, this includes structures that are designed as a facility for human habitation, capable of being moved upon the public streets and highways, and are:

1. More than thirty-two (32) feet in length as measured from the center of the ball coupler to the rear of the main body exclusive of lights, awning rail, drip caps, door knobs and other appendages
2. More than eight (8) feet wide
3. Used or planned to be used for human habitation upon a single site for more than thirty (30) continuous days
4. Used as a principal dwelling on a site or lot; or on a lot occupied by a principal dwelling and used for human habitation.

This does not include unoccupied mobile homes for sale by a manufacturer or any mobile home which has substantially lost its identity as a mobile unit by virtue of being permanently fixed in a location upon land and which wholly complies with the requirements of the Clark County building code for the occupancy for which it is used.

What are the submittal requirements for a placement permit?

Please see the "list of Submittal Requirements at the end of this handout.

What other requirements might apply?

There are special requirements for placement of a mobile/manufactured home with the wildland/urban interface/ intermix area and within the flood plain district. These standards

do not apply to most properties. Staff at the Permit Services counter can tell you if these regulation apply to your land.

Wildland Urban Interface/Intermix Area

The underside of mobile homes located in those areas designated as wildland urban interface/intermix by Clark County Code (CCC) Section 15.13.030 shall be entirely enclosed with nonporous skirting consisting of metal, a minimum of one-half (1/2) inch plywood or other approved material.

Flood plain district

An application for permit to locate a mobile home within a flood plain district shall be processed in accordance with the provisions of CCC Chapter 40.420. A separate handout regarding applicable standards of the flood plain district is available from the Clark County Public Service Center, Permit Services Center, located at 1300 Franklin Street, Vancouver WA.

II. TEMPORARY PLACEMENT

How can I qualify to place a temporary mobile/manufactured home (hardship permit)?

Temporary placements (also called Hardship Permits) are only permitted in certain circumstances. One (1) or more temporary dwellings may be established and maintained on a lot, tract, or parcel if the parcel is already occupied by a principal dwelling, for use by one of the following:

- A. A person who is to receive from or administer to a resident of the principal dwelling, continuous care and assistance necessitated by advanced age or infirmity, the need for which is documented by a physician's medical statement; or
- B. A caretaker, hired-hand or other similar full-time employee working on the lot, tract or parcel in connection with an agricultural or related use of the premises; or
- C. Relatives over sixty-two (62) years of age with an adjusted household gross income, as defined on IRS Form 1040 or its equivalent, which is at or below fifty percent (50%) of the median family income for Clark County (as adjusted), who are related by blood or marriage to a resident of the principal dwelling;
- D. Within the forest and agricultural districts (CCC Chapter 40.210) only:
 - 1. Relatives, or
 - 2. A purchaser of the lot, tract, or parcel if a seller who is at least sixty years of age has retained a life estate to occupy the principal dwelling as a primary residence.

What are the lot requirements for placing a temporary mobile/manufactured home (hardship permit)?

There are specific size and lot configuration standards that must be met prior to approval of a temporary placement permit, which is dependant upon if the lot is less than or greater than one acre in size. The standards are as follows:

Less than one acre

Temporary dwellings are only allowed on lots with a permanent residence already existing. In addition, the lot must be at least twice the size of the minimum lot size within the zoning district unless the lot is at least one acre in size. For example, within the R1-6 zone, which has a 6,000 square foot minimum lot size, an owner would have to have 12,000 square feet of area in order to place a temporary mobile/manufactured home. In the R1-10 district, which has a 10,000 square foot minimum, 20,000 square feet would be required.

Greater than one acre

Temporary dwellings are only allowed on lots with a permanent residence already existing. If more than one residence exists on the lot, one temporary dwelling may be placed for each existing residence. This does not apply if the primary dwelling is a mobile home.

In addition, within the agriculture and forest districts (FR-80, FR-40, AG-20) the private well and septic systems for the additional dwelling(s) shall be located where they will minimize adverse impacts on resource land, which, if practical shall be within two hundred (200) feet of the principal dwelling.

What type of structure can be placed as a temporary mobile/manufactured home?

The temporary dwelling shall be a temporary structure such as a mobile home designed, constructed and maintained in a manner which will facilitate its removal at such time as the justifying hardship or need no longer exists. This is not required if submittal item 7 of the “Temporary (Hardship) Mobile/Manufactured Home Placement Permit Submittal Requirements” (included at the end of this handout) includes a covenant obligating the purchaser or successors to remove the existing dwelling upon the death or permanent change in residency of the seller retaining a life estate.

In addition, a current vehicular license plate, if applicable, shall be maintained on the temporary dwelling.

What are the sewer and water service requirements?

Before a mobile home placement permit (under the Hardship provisions of the code) can be issued, approval from the Clark County Health Department is required.

The Health Department’s definition of Temporary Hardship is somewhat different than that used in this document by the Planning/Building Departments. In Section II (Temporary Placement) there are four situations that Planning/Building Departments use for temporary hardship. The Health Department recognizes only situations found in subsection A. Subsections B, C and D will not qualify for a Health Department hardship permit.

The Health Department requires a hardship permit (renewable every two years) when an existing septic system may be used beyond its design capacity. If the temporary unit is to be served by its own permitted septic system, no Health Department hardship permit is required. Building and Planning Departments will require documentation from the Health

Department that the septic systems serving the primary dwelling and the temporary unit are adequate for the proposed use.

Application for a Health Department hardship permit shall include the following:

- Completed original application form;
- Application fee; and
- A detailed plat plan and an accurate as-built septic system drawing

The Health Department will approve or deny you're application based upon the following:

- Availability/status of public sewer and water utilities;
- Septic system verification (through existing records or site inspection); with a determination that the existing system is adequate for the proposed use; and
- Approval of water system.

The Health Department septic system hardship permit is valid for a period of two (2) years, at which time application for renewal must be submitted, if the second residence remains on the subject property.

When does a temporary mobile/manufactured home have to be removed?

Upon cessation of the hardship or need justifying the temporary dwelling permit, either the temporary dwelling shall be removed or the owner of the lot, tract or parcel shall comply with all applicable zoning subdivision requirements (i.e. apply for a short plat or subdivision).

What is the process for applying for a temporary mobile/manufactured home permit?

Applications for a single temporary dwelling permit shall be subject to a Type I review process pursuant to Clark County Code 40.510.010. A separate handout is available at the Permit Services Counter located at the Public Services Building, 1300 Franklin Street, 1st Floor, Vancouver, WA, regarding the process for a Type I application, although the submittal requirements for a Hardship permit are included at the end of this handout. These are different than the normal submittal requirements for a Type I application.

Applications to place two (2) or more temporary dwellings on the same lot, tract or parcel are subject to conditional use permit approval as set forth in CCC 40.520.030. A separate handout is available at the Permit Services Counter regarding the process for a Conditional Use Permit.

For how long is a temporary permit valid?

A temporary dwelling permit shall be valid for two (2) years, and may be renewed for successive two (2) year periods upon written substantiation by the applicant to the continuing hardship or need justification. Upon the expiration of the two (2) year period, or at the end of each successive two (2) year period(s), if granted, the applicant shall notify the planning director in writing that the temporary dwelling has been removed and shall request an inspection to determine that the temporary dwelling has, in fact, been removed in compliance with the permit.

Can a temporary permit be revoked?

Yes. In addition to any other remedies provided for by law, violation of permit conditions, standards of this chapter, or other applicable land use requirements, including the provisions of Chapter 9.24 of the Clark County Code, shall constitute grounds for revocation of a temporary dwelling permit. Such revocation may be ordered following a public hearing by the Clark County land use hearing examiner, whose decision shall be final and not appealable to the board.

What are the submittal requirements for a temporary placement permit?

Please see the “list of Submittal Requirements at the end of this handout.

What if I didn’t submit all of the required information?

The County conducts two application checks to ensure that applications are complete before staff begins their development review process. Prior to accepting your application, the Permit Services staff will conduct a “Counter Complete” review of your submittal package.

When will I receive a decision on my application?

A decision will be made within 21 calendar days of the submittal of a fully complete application.

TEMPORARY (Hardship)

Mobile/Manufactured Home Placement Permit

SUBMITTAL REQUIREMENTS

The following checklist identifies information to be included with the Application. All items must be submitted before the application can be accepted.

1. ___ **APPLICATION FORM** - The application form shall be completed and original signed in ink by the applicant.
2. ___ **APPLICATION FEE** - The required fee for Subdivision shall accompany the application. The check is to be made payable to "Clark County Community Development".
3. ___ **SITE PLAN** - A site plan showing the size and boundaries of the lot, tract or parcel; the location of all existing buildings; and the proposed location of the temporary dwelling.
4. ___ **SEWER PURVEYOR UTILITY REVIEW LETTER**
A utility review must be submitted from the public sewer purveyor, or 1 copy of a preliminary soil suitability analysis, or equivalent, for on-site systems from the Clark County Health Department. For existing septic systems, provide a copy of the original approval. (*Clark County Health Department is located at 2000 Fort Vancouver Way, Vancouver, (360) 696-8428*)
5. ___ **WATER PURVEYOR UTILITY REVIEW LETTER**
A utility review must be submitted from the public water purveyor, noting the ability to meet water pressure and fire flow requirements of the Fire Marshal (as specified within the "Pre- Application Conference Summary Report"). Or provide current evidence of the availability of suitable ground water where the water purveyor has determined public water or community water systems cannot be provided. (*Contact Clark County Health Department*).
6. ___ **NARRATIVE** – the following narrative is required:
 - A description of the proposed temporary dwelling;
 - A statement (i.e., affidavit) signed by the applicant describing the hardship or need; (see attached Temporary Hardship Affidavit).

PLEASE NOTE: if the applicant is relying upon Section A of the "How Can I Qualify to Place a Temporary Mobile/Manufactured Home", a letter from a medical doctor verifying the need for continuous care and assistance shall also be submitted

7. ___ **COVENANT-** A recorded affidavit declaration to be filed with the county auditor upon approval of the application setting forth the temporary nature of the dwelling.

PERMANENT Mobile/Manufactured Home Placement Permit SUBMITTAL REQUIREMENTS

The following checklist identifies information to be included with the Application. All items must be submitted before the application can be accepted.

1. ___ **APPLICATION FORM** - The application form shall be completed and original signed in ink by the applicant.

2. ___ **APPLICATION FEE** - The required fee for Subdivision shall accompany the application. The check is to be made payable to "Clark County Community Development".

3. ___ **SITE PLAN-** Two copies of a site plan drawn to scale on 8 ½" x 11" paper with the following information:
 - A north arrow
 - The outline and dimensions of the property boundaries
 - The location of all existing buildings or structures
 - The location and dimensions of all proposed structures
 - The distance between any existing structures and the proposed structures (County Code requires at least 8 feet between structures)
 - Must show distance to any slopes, creeks or bodies of water
 - Location of wells and or water lines
 - The distance between the proposed building walls / supports (including decks, covered porches, and any structural supports) to each property line, and where applicable, to the centerline of the public road or private road easement.
 - All easements crossing the property
 - Location of Legal Access from the subject property out to a County road if access is proposed via a private road easement
 - The location of the driveway and the distance to the property line (addresses are based on this location)
 - Location of septic tank, drainfield area and or sewer line
 - Indicate scale of drawing
 - Space number and name of subdivision if in a park

4. ___ **SEWER PURVEYOR UTILITY REVIEW LETTER-**
 - A utility review must be submitted from the public sewer purveyor (*8000 NE 52nd Ct., 360-750-5876*) or *City of Vancouver (1313 Main St., 360-696-8101)*, or 1 copy of a septic tank permit or release letter, or equivalent, for on site systems from the Clark County Health Department. For existing septic

systems, provide a copy of the original approval. (Clark County Health Department *is located at 2000 Fort Vancouver Way, Vancouver, 360-397-8428*)

5. ___ WATER PURVEYOR UTILITY REVIEW LETTER-

- If the residence is to be serviced by a private well, the well must be installed, the water tested, and a “W.A.V.E” letter from the Clark County Health Department needs to be submitted prior to permit issuance.
- If the residence it to be served by a well serving more than one residence, you must provide a copy of a “community well” approval with a copy of the “W.A.V.E” letter from the Health Department, Environmental Health Services,
- If the residence it to be served by a public water system, and is not located in a recorded subdivision, you must provide a letter of approval from the appropriate water agency.

6. ___ DECKS - TWO SETS OF COMPLTETE BUILDING PLANS

- For any attached decking proposed to be built concurrent with the mobile placement. Decks over 18 inches above-grade must meet setbacks.

7. ___ SALES HISTORY

- If the parcel is not located within a recorded subdivision or short plat; we will need 1 copy of the recorded sales history from 1969 to the present (the date the current State Land Division legislation was adopted).
- Sales history consists of recorded deeds, and any other documents, which form a complete history of all conveyances affecting the subject property. Sales history packages may be obtained from any local Title Company. State law prohibits the issuance of permits on property that has been illegally created.

8. ___ SITE INFORMATION

- If the mobile home will be placed in a mobile home park, you will need to provide the name of the park, and the address and space number of you site.
- Book & page number of the plat, and a lot number of the parcel if located within a recorded subdivision or short plat. (drawn to scale) This info can be found on the current deed, or Quarter Section map.

9. ___ ZONING APPROVAL

- Including assigned address from the appropriate city if the site is located within Battle Ground (City Hall, 400 Main Street 687-7131), or Town of Yacolt (Town Hall, 105 Yacolt Road 686-3922). Zoning approval consists of your plot plan with an approval stamp or signature from the appropriate city official, or a letter from the city indicating approval of the project. Clark County provides zoning review for those sites in unincorporated Clark County.

10. __ OTHER - Prior to issuance of the building permit, some may apply:

- 1 copy of the Contractor's valid Washington State License may be required if our system shows the license is expired.
- An erosion control plan completed by a person Certified in Erosion Control who has taken the class through the Building Industry Association of SW Washington. (360) 694-0933

Staff Notes:

1. _____
2. _____
3. _____
4. _____
5. _____

This application was determined to be Counter Complete on: ____/____/____

Community Development Specialist: _____

**Manufactured Home Placement
FEE SCHEDULE**

The following fees are required to be paid at the time of submittal of a placement permit:

Placement Application:	\$158
Placement Permit:	\$361
Lot Determination Fee, if applicable:	\$527**
Sewer/Septic Service Connection (NOT charged for placements within the Hazel Dell Sewer District – that entity charges its own fee):	\$122.00
Water Service Connection:	\$122.00

**Public Service Center
Community Development Department
1300 Franklin Street
P.O. Box 9810
Vancouver, WA 98666-9810
Phone: (360) 397-2375
Web Page at: <http://www.co.clark.wa.us>**



ADA COMPLIANCE PROGRAM:

For an alternate format, contact the Clark County ADA Compliance Office, V (360) 397-2375-2025; TTY (360) 397-2445; E-Mail: ADA@clark.wa.gov

TEMPORARY DWELLING APPLICANT'S AFFIDAVIT

Clark Count Health Department and Community Development Department
Form Revised 9/17/04

Property Owner Name:

Over 62 years old & a limited
income (Proof required)

Address:

Medical (Letter from doctor required)

Zoning Allowed

Caretaker (Letter describing job
duties required)

I, _____ am applying for a temporary mobile home placement permit. The mobile home will be used as a temporary hardship for _____. This permit is being issued only upon meeting certain criteria, which I have sworn, under oath, are true or exist. I understand the placement permit will be valid for only two (2) years. At the end of the two-year period, this permit may then be renewed for two more years. The mobile home is place at Tax Lot # _____ Quarter of Section _____, Township _____ North, Range _____ East of the Willamette Meridian, Washington, Parcel # _____.

I agree to file a copy of this document with the Auditor's Office and a stamped copy, after recording with the Building Division.

Date

Owner's Signature

State of Washington

SS:

Clark County)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that they signed this instrument and acknowledged it to be their free and voluntary act for the uses and purposed mentioned in the instrument.

SUBSCRIBE AND SWORN BEFORE ME _____

Signature

Date

Notary Public in and for the State of Washington,
Residing at _____ therein.
My commission expires on _____

**TEMPORARY MOBILE HOME PLACEMENT
RENEWAL REQUEST**

Form Revised 9/17/04

I, _____ appeared in person at the Clark County
Community Development Department, Building Division before a Staff Member,
in regards to a temporary mobile home placement permit for (name)
_____.

I verify that all the information is the same as when the permit was initially issued,
and would like to renew said permit for another two-year period.

Date

Owner's Signature

Witness Name: _____

Permit Number: _____

File Number: _____

Next Renewal Date: _____