



Creating a Manufactured Home Park

Greene County Economic Development & Planning Section

What is a manufactured home park?

A manufactured home park (MHP) is any parcel of land where there are three or more manufactured homes that are occupied for dwelling or sleeping purposes.

Are there exceptions to this definition of a MHP?

There are three exceptions to this definition:

1. Manufactured homes occupied by immediate family members of the land owner.
2. Manufactured homes occupied by employees of the landowner as partial compensation for employment.
3. Manufactured homes on a parcel of land that are 1,500 feet or more apart.

What are the procedures for creating a manufactured home park?

No MHP can be established or expanded in Greene County until a construction permit is issued by the MHP Administrator upon approval of a MHP Plan. The developer shall submit six (6) copies of a MHP plan to the administrator along with the appropriate fees of ten dollars (\$10.00) per lot or one hundred Dollars (\$100), whichever is greater. The plan shall be consistent with the MHP ordinance and include the following:

- A. The name of the park, the names and addresses of the owner or owners, and the designer or surveyor;
- B. The date the plan was drawn, scale, and approximate north arrow;
- C. Site plan showing streets, driveways, open areas, parking spaces, service buildings, water courses, easements, manufactured home spaces, all structures to be located in the park, and existing structures;
- D. Vicinity map showing the location of the park and the surrounding land usage;
- E. Names of adjoining property owners;
- F. The identification of all gas, water, electric, telephone, television cable, and sewage lines that will service the park. Street lights, solid waste containers, and surface water drainage plans are to be included. Drainage plans should show all pertinent information required to evaluate the proposed system, including the location, elevation, type, and size of all existing and proposed drainage improvements, including existing drain tile used for agricultural purposes;
- G. Method of surfacing roads and driveways within the park; and
- H. Where the developer is applying for a permit to expand an existing manufactured home park, the plan shall show the entire park, including the above information for the existing as well as the proposed spaces. Occupied spaces are to be indicated as such on the plan.
- I. Both the surveyor and owner must certify on the plan that no swine farm building or swine pond/lagoon is within fifteen hundred (1500) feet from the boundary of the mobile home park.

Once the plan is approved by the Planning Board, the developer can begin construction on the MHP as per the plan approval and the MHP Ordinance. Once construction is complete, the Administrator will do an onsite inspection of the park and issue an operations permit which authorizes the developer to begin operating the park. If it is not in substantial compliance, the Administrator will notify the developer of the measures to be taken to get it into compliance.

A Word to Potential MHP Developers!

Any property owner, real estate agent, or builder who anticipates developing land for a MHP in Greene County shall become familiar with the MHP regulations. They have been designed and drawn up to achieve equal, impartial treatment for all, and to provide clean cut procedures for the preparation, submission and the approval of the MHP plans. The Planning Board encourages any and all developers to retain a qualified technician such as a land planner, landscape architect, engineer, surveyor, and the like to prepare the plan. This recommendation is made by the Board because it is important that a person developing land possess the necessary skill and imagination to produce the best design under given conditions.



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TO AVOID DELAYS

- i. Read thoroughly the material found in the subdivision ordinance.
- ii. Consult with the Greene County MHP Administrator before proceeding with MHP plans concerning land use of property and unanswered questions.
- iii. Make sure that the design of the MHP meets the minimum standards of this ordinance.
- iv. Submit all items as required when presenting plat for approval.
- v. Submit plan no later than the prescribed date if consideration of the plat is expected at the next regularly scheduled meeting of the Planning Board or in a timely fashion by the Subdivision Administrator.

NOTE:

No manufactured home shall be permitted in Greene County if its model year is over fifteen (15) years old at the time of the request for the permit unless it had been permitted in the County in another location immediately prior to the request.

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