

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

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

## MOBILE HOME CHECK LIST

- \_\_\_\_\_ 1. Complete signature page
- \_\_\_\_\_ 2. Give physical location
- \_\_\_\_\_ 3. Copy of deed
- \_\_\_\_\_ 4. Pictures of front, back and sides of mobile home
- \_\_\_\_\_ 5. Upon approval, purchase a building permit from Kiowa City Hall

### The Process

This packet must be submitted prior to the City Council meeting regularly scheduled the last Thursday of each month at 7:00pm at the City Hall, 813 South Harrison. The Council will review and give final approval for a variance. This variance is given to the Individual it is **Non-Transferable** without the consent of the Council.

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

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Blk \_\_\_\_\_ Lot(s) \_\_\_\_\_

I have no objections to having a mobile home in my neighborhood.


All signatures of property owners within 75 foot radius of the lot (front, back, and both side and any property able to see the house)

Building Permit Application  
New and Replacement Mobile Homes

Property located in: \_\_\_\_\_ County

Size of Structure: \_\_\_\_\_

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

Owner's Name: \_\_\_\_\_

Fax #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Owners E-Mail Address: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Flood Zone:  Yes  No

Applicant is responsible for maintaining existing conditions of the Public Right-of-Way (i.e. ditch grade, roadway shoulder and roadway) during activities as it relates to this Permit. Applicant is not allowed to damage and/or alter ditches, store construction material and equipment that may cause damage to and/or alter the Public Right-of-Way. The Flood Plain Administrator reserves the right to inspect permitted sites at any given time and upon written notification the Applicant will have 10 calendar days to correct noted deficiencies.

**Failure to correct noted deficiencies will result is violation of the Flood Plain Regulation.**

I certify that all electrical, plumbing & sewer work will be in accordance with applicable regulations. I further understand that violation of any of the above may result in revocation of this and contingent permits and disconnection of city utilities to the Structure.

The undersigned applicant hereby represents that he/she has performed the necessary research to ascertain the existence and location of all servitudes, easements, setbacks, restrictive covenants, deed restrictions and other matters which may have an impact or effect upon the site which the Structure is to be located pursuant to this permit.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

## SECTION I DEFINITION

A. For the purpose of this article, a Mobile Home and Doublewide Mobile Home are defined as a manufactured single family dwelling not less than forty (40) feet in length nor less than ten by an truck or rail type transportation, to an location ready to be occupied as a "living quarters". A unit less than forty (40) feet in length or less and ten (10) feet in width shall be classified as a house trailer and regulated by the ordinances, rules, and regulations of the Town pertaining to house trailers and trailer camps.

## SECTION II REGULATIONS

THE FOLLOWING REGULATIONS SHALL APPLY TO MOBILE HOMES AND DOUBLEWIDE HOMES, REFERRED TO COLLECTIVELY AS "MOBILE HOMES".

A. For a Mobile Home there shall be a lot not less than fifty (50) feet in width; the length must be sufficient length to provide the set back distances as provided herein. A mobile home may not be placed on a lot occupied by another dwelling.

B. The minimum depth of the front yard shall be twenty-five (25) feet; a side yard of not less than five (5) feet on both sides as an interior lot, or if located on a corner lot there shall be a side yard set back from the intersecting street of not less than fifteen (15) feet; and a rear yard of not less than twenty (20) feet;

C. A Mobile Home shall be connected to the sewer main with its own sewer line; and shall have its own water meter and light meter; all of which shall conform to the ordinances and regulations pertaining to water electric and sewers in the city;

D. A Mobile Home shall be placed on a foundation of solid material and the foundation shall be built and placed so as to hold the mobile home solid. The foundation should be of reinforced ten (10) feet long. The foundation shall be placed at not more than ten (10) feet intervals beneath the runners of the mobile home.

E. A skirt of solid material must be provided from the floor level of the mobile home to the ground to screen an opening beneath the mobile home. The skirting material should compliment the appearance of the mobile home.

F. The Mobile Home shall be tied down and underpinned in accordance with insurance codes AND SPECIFICATIONS. It is suggested that a licensed, insured mover be used to relocate and tie down the mobile home.

G. Parking of motor vehicles shall conform to parking and traffic ordinances, rules and regulations as provided for other residences in the city; and

H. A separate application must be made and approval obtained for the building of each accessory or supporting building or structure, including a garage; or for alteration, enlargement or change in any application previously approved. The application shall be made in writing to the City Clerk.

I. The above described and required acts must be initiated by the applicant within 60 days of the application for variance and must be completed within six (6) months following the application for said variance. Non-compliance shall revoke any variance granted immediately, and without notice.

All Mobile Homes must be certified by the Fire Department as well as the City Council to be in compliance with all regulations before utility services are provided.

### **SECTION III APPLICATION**

Applications for variance shall be made to the Kiowa City Council. Applicant shall pay all fees in accordance with the schedule of fees in force for permits. The application shall be subject to the approval of the Kiowa City Council. The application shall state:

- A. The proposed location where the mobile home or relocated home is to be placed.
- B. Proof of the applicant's ownership of the land on which the mobile home or relocated home is to be located.
- C. Size and type of the Mobile Home or Relocated Home; and size of the lot on which the mobile home or relocated home is to be placed, and a diagram showing measurements of the lot and mobile home or relocated home and showing proposed location of the mobile home or relocated home upon the lot, together with measurements showing the distance between said home and front, side and rear boundaries of the lot.
- D. Proposed method sewage, water and electricity connections.

E. In the case of a mobile home, the type of proposed skirting to screen opening between said mobile home and ground.

F. The type and size of proposed foundation upon which the mobile home or relocated home shall be placed.

G. Pictures of the mobile home or relocated home (front, back, and side views) shall be provided which clearly show the condition of the mobile home or relocated home. The mobile home or relocated home shall be in good repair, neat in appearance, so as to add to the overall appearance of the neighborhood.

H. In the case of a relocated home, the proposed outside renovation of said relocated home, if any.

I. Applicants shall obtain consent from at least fifty-one (51%) percent of the owners within a seventy-five-foot (75') radius of the property before making application. Regarding a relocated home, the applicants shall obtain consent from at least fifty (50) percent of the owners of the adjoining property before making application. Photographs showing the condition of the mobile home or relocated home must be presented to adjoining property owners prior to making application.

Variations approved by the Kiowa City Council shall be non-transferrable and shall not inure to any subsequent owners, renters or lessees. If and in the event of a change of ownership or in the event of any subsequent lease or rental, reapplication must be made to the Kiowa City Council.

If and in the event the physical condition of said mobile home, double-wide mobile home or relocated home changes to the extent that the same becomes unsightly or unsafe, said variance as set forth above is subject to revocation.

All persons making application for a variance to the Kiowa City Council or who otherwise wish to locate a Mobile Home, Double-Wide Mobile Home, or Relocated Home in the city limits of Kiowa, Oklahoma, shall obtain a permit for the same issued from the Kiowa City Clerk's Office, said permit shall bear a cost of that equal to the cost of a building permit at that time.