



# APPLICATION TO PARK A MANUFACTURED HOME OR PORTABLE COMMERCIAL BUILDING

Department of Planning & Development  
P.O. Box 2128 Dothan, Alabama 36302-2128  
334-615-4410 – Office; 334-615-4419 – Facsimile

**MEETING DATE:** \_\_\_\_\_ **APPLICATION DEADLINE:** \_\_\_\_\_

The City of Dothan Code of Ordinances prohibits parking manufactured homes on any site other than in a manufactured home park or manufactured home subdivision unless a Special Exception first is granted by the Board of Zoning Adjustment. The Code of Ordinances also requires that anyone requesting a Special Exception to park a manufactured home on a private lot furnish the names and mailing addresses of all property owners within a 300 foot radius of the property lines. **It is the Board of Zoning Adjustment's policy that the applicant for a manufactured home residence own or be in the process of purchasing the property. (See "Guidelines for Manufactured Home Applications" for more information before applying for a Manufactured Home Special Exception.)**

APPLICANT NAME: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
Street City/State/ZIP

PROPERTY ADDRESS: \_\_\_\_\_

NAME AND ADDRESS OF PROPERTY OWNER IF OTHER THAN APPLICANT: \_\_\_\_\_

PURPOSE (Circle or Underline One): Residential/Business LENGTH OF TIME: \_\_\_\_\_

**Attach the names and mailing address for all property owners, including vacant or rental property, within a 300 foot radius of the property lines as recorded at THE REVENUE COMMISSIONER'S OFFICE AT THE HOUSTON COUNTY ADMINISTRATIVE BUILDING, 462 NORTH OATES STREET, 5<sup>TH</sup> FLOOR. FAILURE TO PROVIDE COMPLETE AND ACCURATE INFORMATION REGARDING THE PROPERTY OWNERS WITHIN A 300 FOOT RADIUS OF THE PROPERTY LINES, AND THEIR MAILING ADDRESSES, MAY CAUSE THE APPLICATION TO BE REMOVED FROM THE AGENDA AT THE BOARD OF ZONING ADJUSTMENT'S MEETING; OR, MAY RESULT IN ANY SPECIAL EXCEPTION BEING VOIDED.**

By signing this application, I acknowledge that, if the Board of Zoning Adjustment grants a Special Exception to park a manufactured home at the location described above, the manufactured home will conform with National Manufactured Housing Construction and Safety Standards ("HUD Code") or the Standard Building Code if the manufactured home does not contain a National Manufactured Housing Construction and Safety Standards seal of approval.

\_\_\_\_\_  
**Applicant Name Printed**

\_\_\_\_\_  
**Applicant Signature**

<b><u>Office Use Only:</u></b>	
_____ Receipt Number	_____ Date of Receipt
_____ Zoning District	_____ Case Number
_____ Case Manager	



## APPLICATION TO PARK MANUFACTURED HOME OR PORTABLE COMMERCIAL BUILDING Part 2

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PRINT THE FOLLOWING:

MEETING DATE: \_\_\_\_\_ APPLICANT NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MANUFACTURED HOME SIZE: \_\_\_\_\_ LOT SIZE OR ACREAGE: \_\_\_\_\_

### **REQUIRED DRAWING FOR PLACEMENT OF MANUFACTURED HOME**

In the space below (or attached drawing on 8 ½" x 11" paper), show the following:

- 1) Outline and dimensions of the property drawn to scale (for example: 1 inch = 20 feet);
- 2) Location and name(s) of adjacent street(s), including any side street;
- 3) Outline of the existing building(s), if any, and the distances to each property line drawn to scale;
- 4) The outline and dimensions of the manufactured home and distances from the manufactured home to each property line drawn to scale.

(NOTE: If desired, a drawing done by a drafter, surveyor or architect may be submitted in lieu of the drawing below.)



**GUIDELINES FOR MANUFACTURED HOMES PLACED  
ON PRIVATE LOTS WITHIN THE DOTHAN CITY LIMITS  
BOARD OF ZONING ADJUSTMENT  
DOTHAN, ALABAMA  
ADOPTED April 10, 2002**

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**PURPOSE:** It shall be the purpose of these guidelines to assist the applicant in the process of applying to the Board of Zoning Adjustment for a Special Exception to place a manufactured home on a private lot (a lot not located in a manufactured home park or subdivision) within the Dothan City Limits. The guidelines shall also serve to assist the applicant in determining whether the chosen neighborhood would be an appropriate location for the manufactured home.

**RESPONSIBILITY OF THE APPLICANT:** Prior to applying for a Special Exception from the Board of Zoning Adjustment, the applicant shall have reviewed the following Guidelines before applying to the Board of Zoning Adjustment. It is highly recommended that applicants do not sign any documents committing to the purchase of a manufactured home before the Board of Zoning Adjustment gives approval.

**POLICY STATEMENT**

It shall be the policy of the Board to consider manufactured homes in areas where manufactured homes are in existence along with conventional homes. The Board will be less inclined to approve manufactured homes where there are only conventional homes and the introduction of a manufactured home would not be in keeping with the established character of the neighborhood such as house design, architectural features, etc. Also, the Board will be less inclined to approve manufactured homes where there is significant neighborhood opposition.

**I. Proof of Property Ownership:**

It is the Board of Zoning Adjustment's policy that the applicant that will live in the manufactured home must hold title to or be in the process of purchasing the property on which the manufactured home is to be placed. A certified copy of the title or warranty deed, recorded by the Houston County Judge of Probate's Office, proving ownership of the property is to be attached to the Special Exception application.

**II. Location:**

- A. The lot for the proposed manufactured home should be of sufficient size so the manufactured home can be placed on it facing the street like the conventional homes along the same street and set back from the property lines according to the zoning district requirements for that property. A copy of the residential zoning district requirements will be supplied to the applicant.
- B. The proposed manufactured home shall be located in a neighborhood where it is of approximately the same size and/or square footage as the homes in the immediate area.
- C. Once a potential location has been found, the applicant shall contact the E-911 Addressing Agent (615-4437) to obtain a correct street address for the property.
- D. The applicant shall then obtain the names and current mailing addresses of the property owners located within a 300-foot radius of the property lines for inclusion on the Special Exception application. The Revenue Commissioner's Office at the Houston County Administrative Building, 462 North Oates Street, on the 5<sup>th</sup> Floor, should be consulted for this information.
- E. A drawing of the property showing its size and location of the manufactured home on the property, complying with the previously mentioned zoning district requirements, shall be done

according to the instructions given on the Special Exception application form. This drawing may be done on the application itself or attached to the application.

- F. Once the application has been completed, it may be submitted to the Planning and Development Department, Room 305, Third Floor, 126 North Saint Andrews Street, of the Dothan Municipal Building, along with a \$35.00 nonrefundable filing fee, for inclusion on the next available Board of Zoning Adjustment meeting agenda.

**III. Ordinances and Codes:**

- A. The manufactured home shall meet the requirements for construction as outlined in Section 604 of the National Manufactured Home Construction and Safety Standards Act of 1974 published in Public Law 93-383, 42 U.S.C. §5401 et seq. as amended from time to time.
- B. Sec. 58-2. Compliance with building code. (City of Dothan Code of Ordinances) Manufactured homes placed on a single lot ...shall comply with the building code. The building code provides that if the manufactured home *does not* (emphasis added) bear a seal of an independent testing laboratory approved by the governmental jurisdiction wherein the unit is placed it is subject to inspection in the same manner as other structures.
- C. The manufactured home shall meet the health and sanitation regulations of the state and local departments of health.

**IV. Time Limit of Special Exception and Terms of Approval:**

- A. If the occupants to whom the Special Exception was approved vacate the manufactured home or, if the manufactured home is moved from the location or not placed in the location in which the Special Exception was approved within six months, the Special Exception will be void.
- B. If the Special Exception is approved, it is done so with the applicant agreeing to comply with all State, County, and City regulations.
- C. The manufactured home must be tied down, placed on a permanent foundation, and the undercarriage bricked or blocked up to resemble a conventional home before being occupied.
- D. Utilities for the manufactured home must be inspected and approved by the Building Official before it may be occupied and a permit received from the Building Official's Office.

**V. Addition to or Revision of Guidelines:**

These Guidelines may be expanded or revised, within the limits allowed by law, by an affirmative vote of a majority of the Board of Zoning Adjustment, provided that such expansion or revision shall have first been presented to the membership in writing at a regular meeting preceding the meeting at which the vote is taken.