



MOBILE/MANUFACTURED HOME APPLICATION

***All information must be filled out to be processed.

FILE NO.: _____ Date Application Received: _____ Fee Paid: _____ Processed by: City: _____
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Applicant Information:

PRIMARY CONTACT IS: Applicant _____ Owner _____

Applicant Name: _____
 Applicant Address: _____ Zip: _____
 Phone: _____ Fax: _____ Email: _____

Owner Name: _____
 Owner Address: _____ Zip: _____
 Phone: _____ Fax: _____ Email: _____

Property Information:

Site Address: _____ Parcel #: _____
 Approved Zoning: _____ Total Acreage of Site: _____
 Manufactured Home Year: _____ Model: _____
 Installer: _____ Installer's License Number: _____

Development Standards:

Home Dimensions: _____ width _____ length _____ square footage
 Roofing Material: _____
 Roof Slope: _____
 Siding Material: _____
 Foundation Material: _____
 Carport or Garage Construction Material: _____

Application Requirements:

(Applications are required to contain one copy of the following unless otherwise noted.)

Applicant (√)	Description	Staff (√)
	Pre-application meeting with Planning Department suggested	
	Completed and signed Mobile / Manufactured Home Application	
	Fee	

	Recorded warranty deed for the subject property	
	If the signature on this application is not the owner of the property, an original notarized statement (Affidavit of Legal Interest) from the owner stating the applicant is authorized to submit this application.	
	A site plan at a scale of at least 1 inch = 20 feet indicating: (a) Lot size, proposed location of the home, and setbacks (b) Existing property conditions (c) Location of car garage or a carport with attached enclosed storage room (d) Location of two (2) off street parking spaces	
	Complete foundation plan including method of attachment	
	Copy of the manufacturer's instructions for installation of the home on permanent footings.	

FEE REQUIREMENT:

*** I have read and understand the above requirements. I further understand fees will be collected at the time of filing an application. I understand that there may be other fees associated with this application incurred by the City in obtaining reviews or referrals by architect, engineering, or other professionals necessary to enable the City to expedite this application. I understand that I, as the applicant, am responsible for all payments to the City of Star.*

Applicant agrees that per Star City Code Section 8-5-3-33-B1, once the mobile or manufactured home is permanently affixed, the applicant shall comply with the requirement for the home to be declared as real property for taxation purposes.

Applicant/Representative Signature

Date

AFFIDAVIT OF LEGAL INTEREST

STATE OF _____)
) ss
COUNTY OF _____)

I _____, _____
 (name) (address)
_____, _____ _____
 (city) (state) (zip)

being first duly sworn upon oath, depose and say: That I am the record owner of the property described on the attached, and I grant my permission to _____, (name)
_____, _____ _____
 (address) (state) (zip)

to submit the accompanying application pertaining to that property.

Address or location of property: _____

I agree to indemnify, defend and hold the City of Star and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

I understand there may be direct costs incurred by the City in obtaining a review of the application by architects, engineers, or other professionals necessary to enable the City to approve or disapprove the application. I understand that I will be billed on a monthly basis and will remit payment within 30 days.

I hereby grant permission to the City of Star staff to enter the subject property for the purpose of site inspections related to processing said application(s).

Type of application: _____

Dated this _____ day of _____, 20_____.

(Signature)

SUBSCRIBED AND SWORN to before me the day and year first above written.

Notary Public for Idaho
Residing at: _____
My Commission Expires: _____

STAR CITY CODE

8-5-3-33C. Development Standards:

1. Requirements: The use of a manufactured or mobile home as a permanent residential dwelling on an individual lot shall be permitted in any zoning district under this title which permits installation of a single-family site built dwelling, provided the following standards are met: the home or home site:

- a. Is multi-section and at least twenty (20) feet wide.
- b. Has a minimum floor area of one thousand (1,000) square feet.
- c. Has roofing materials which are generally acceptable for site built housing. Any roofing material may be used, provided such material has the appearance of a nonmetallic shingle, shake or tile roof. Roofs shall also have a minimum slope of twenty five (25) percent (3:12) and overhanging eaves.
- d. Has siding materials which are generally acceptable for site built housing. Any siding material may be used, provided such material has the appearance of wood, masonry or horizontal metal siding. Reflection from horizontal metal siding shall be no greater than that from siding coated with white, gloss enamel.
- e. Has a foundation of concrete or other material allowed by the International Building Code for site built homes which is aesthetically compatible with the manufactured home and having the appearance of site built construction. This means the fascia shall be an extension of the siding or be of materials having the appearance of site built foundations such as brick, concrete or concrete block.
- f. Is permanently affixed per manufacturer's instructions. Footings shall be of poured masonry extending twenty-four (24) inches below grade.
- g. Has a crawl space with the following minimum measurements:
 - i. Eighteen inches (18") of clearance;
 - ii. Twelve inches (12") of clearance under beams; and
 - iii. An eighteen inch by twenty four inch (18" x 24") door.
- h. Complies with all applicable lot size, setback, and other requirements of the zoning district in which it is to be located.
- i. Provided two (2) off street parking spaces and shall be improved with such material to provide a durable and dust free surface.
- j. Has a single car garage, or a carport with an attached enclosed storage room.
- k. Provides right of way improvements in the same manner as site built construction, in accordance with city policy.

8-5-3-33D. Rehabilitation Standards: All mobile homes must meet the rehabilitation standards as set forth in Idaho Code Title 44.

8-5-3-33E. Accessory Structures: Accessory structures to mobile or manufactured housing shall be constructed in compliance with the standards specified by the International Building Code, and the Department of Housing and Urban Development standards. Structures shall be aesthetically compatible with the home to which they are associated.