City of Springfield
Development & Public Works
225 Fifth Street
Springfield, OR 97477
Planning@springfield-or.gov

Manufactured Dwelling Park - Type 2

Required Project Information	***(Applicant: complete this section)***
Applicant Name:	**Phone:**
Company:	**Email:**
Address:	
Applicant's Rep.:	**Phone:**
Company:	**Email:**
Address:	
Property Owner:	**Phone:**
Company:	**Email:**
Address:	
ASSESSOR'S MAP NO:	**TAX LOT NO(S):**
Property Address:	
Size of Property:	**Acres** ☐ **Square Feet** ☐
Proposed Name of Manufactured Dwelling Park:	
Description of Proposal: If you are filling in this form by hand, please attach your proposal description to this application.	

Signatures: Please sign and print your name and date in the appropriate box on the next page.

Required Property Information		***(City Intake Staff: complete this section)***
Associated Cases:		**Placard:**
Case No.:	**Date:**	**Reviewed by:**
Application Fee: $	**Admin Fee: $**	**Notice Fee: $**
TOTAL FEES: $	**PROJECT NUMBER:**	

Signatures

Applicant: The undersigned acknowledges that the information in this application is correct and accurate.

_____ **Date:** _____

Signature

_____

Print

Owner: If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.

_____ **Date:** _____

Signature

_____

Print

Manufactured Dwelling Park Application Process

1. Applicant Submits a Manufactured Dwelling Park Application to the Development & Public Works Department

- The application must conform to the *Manufactured Dwelling Park Submittal Requirements Checklist* on pages 4-5 of this application packet.
- Planning staff screen the submittal at the front counter to determine whether all required items listed in the *Manufactured Dwelling Park Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

2. City Staff Conduct Detailed Completeness Check

- Planning staff conducts a detailed completeness check within 30 days of submittal.
- The assigned planner notifies the applicant in writing regarding the completeness of the application.
- An application is not deemed technically complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code (SDC) and other applicable codes and statutes have been provided.
- Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

3. City Staff Review the Application and Issue a Decision

- This is a Type 2 decision and thus is made after public notice, but without a public hearing, unless appealed.
- Mailed notice is provided to property owners and occupants within 300 feet of the property being reviewed and to any applicable neighborhood association. In addition, the applicant must post one sign, provided by the City, on the subject property.
- There is a 14-day public comment period, staring on the date notice is mailed.
- Applications are distributed to the Development Review Committee, and their comments are incorporated into a decision that addresses all applicable approval criteria and/or development standards, as well as any written comments from those given notice.
- Applications may be approved, approved with conditions, or denied.
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City but may be appealed within 12 calendar days to the Planning Commission or Hearings Official.

Manufactured Dwelling Park Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

☐ **Application Fee -** refer to the *Master Fees & Charges Schedule* for the appropriate fee calculation. A copy of the fee schedule is available at the Development & Public Works Department. The applicable application, administrative, and notice fees are collected at the time of complete application submittal.

☐ **Manufactured Dwelling Park Application Form**

☐ **Proof of Ownership –** Deed or other recorded document.

☐ **Narrative** explaining the proposal and any additional information that may have a bearing in determining the action to be taken, including findings demonstrating compliance with the Manufactured Dwelling Park Criteria as specified in SDC 3.2.235.

☐ **One (1) Copy and One (1) Digital Copy of the Following Plan Sets**

- ☐ All of the following plans must include the scale appropriate to the area involved and sufficient to show detail of the plan and related data, north arrow, and date of preparation.
- ☐ All manufactured dwelling park plans shall be certified by an engineer.

a. Cover Sheet Requirements

- ☐ The name of the manufactured dwelling park and location (Vicinity Map);
- ☐ The name of the property owner;
- ☐ The name of the park manager; and
- ☐ The name of the person who prepared and/or submitted the plan.

b. Plot Plan Requirements

- ☐ The proposed and existing construction (as applicable);
- ☐ The general layout of the entire manufactured dwelling park at a scale of no smaller than 1 inch to 50 feet;
- ☐ The traffic circulation pattern;
- ☐ The distances from park boundaries to public utilities located outside the park (they may be indicated by arrows without reference to scale);
- ☐ The recreation areas;
- ☐ Any permanent buildings for example, the park office, recreation building or other similar structures;
- ☐ The property line boundaries. When construction involves an addition or remodeling of an existing manufactured dwelling park, the plan need only show the facilities related to the addition and or the facilities to be removed;
- ☐ The individual manufactured dwelling space lines;
- ☐ The location, size and materials of the patio or slab for each manufactured dwelling;
- ☐ The designation and location of each manufactured dwelling space by number, letter or name;

☐ The recreational vehicle and guest parking areas when provided; and

☐ The topography shall be shown for all manufactured dwelling developments including park additions and alterations.

c. Park Utility Systems

☐ The location of manufactured dwelling sewer connections and electrical service outlets;

☐ The location of the storm drainage system to include under floor area drainage;

☐ The location of domestic water supply outlets for manufactured dwelling;

☐ The location and size of required fire hydrants;

☐ The location, size and material of park water and sewer lines. Water lines shall be sized to meet fire flow requirements;

☐ The location, size and type of sidewalks and light fixtures for manufactured dwelling park streets;

☐ The park street layout and connections to public streets; and

☐ The connection to the public water and sewer system.