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

Manufactured Dwelling – Temporary Residence After a Disaster

Required Project Information	***(Applicant: complete this section)***
Applicant Name:	**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** ☐
Type of Temporary Manufactured Dwelling or RV Proposed:	
If you are filling in this form by hand, please attach your proposal description to this application.	
Description of Proposal:	
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:		
Case No.:	**Date:**	**Reviewed by:**
Application Fee: $	**Admin Fee: $**	**Notice Fee: $0**
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 as a Temporary Residence After a Disaster SDC 4.8.105

A manufactured dwelling may be used as a temporary on-site residence during the repair or construction of a house which has been rendered inhabitable by fire, wind, flood or other disaster. The following standards apply in these circumstances:

A. The applicant shall submit a Plot Plan showing in detail the proposed location and size of the manufactured dwelling with respect to existing structures and property lines. Utility service connections for sewer, power and water shall also be shown.

B. Upon approval of the request, permits for the temporary manufactured dwelling and for the repair or reconstruction of the residence shall be applied for concurrently with the following restrictions:

1. The Temporary Manufactured Dwelling Permit shall expire in 6 months.

EXCEPTION: A 1-time extension not to exceed 6 months may be granted by the Building Official due to inclement weather and building material availability.

2. The persons residing in the temporary manufactured dwelling are limited to those who resided in the house at the time of the disaster.

3. The temporary manufactured dwelling shall meet City and State standards for safety and construction of units for residential purposes. The temporary manufactured dwelling shall not be expanded or have attached permanent structures.

4. The temporary manufactured dwelling shall be removed from the property within 1 week of the completion of the repair or reconstruction of the house and issuance of a Certificate of Occupancy by the Building Official.

Manufactured Dwelling – Temporary Residence After a Disaster Application Process

1. Applicant Submits a Manufactured Dwelling – Temporary Residence After a Disaster Application to the Development & Public Works Department

- The application must conform to the *Manufactured Dwelling – Temporary Residence After a Disaster Submittal Requirements Checklist* on page 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 – Temporary Residence After a Disaster 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 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 1 decision and thus is made without public notice and without a public hearing since there are clear and objective approval criteria and/or development standards that do not require the use of discretion.
- Decisions address all the applicable approval criteria and/or development standards.
- 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 and may not be appealed.

Manufactured Dwelling – Temporary Residence After a Disaster 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 and on the website at www.springfield-or.gov. The applicable application, administrative, and notice fees are collected at the time of complete application submittal.

☐ **Manufactured Dwelling – Temporary Residence After a Disaster 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 as a Temporary Residence After a Disaster criteria described in SDC 4.8.105.

☐ **One (1) Copy and One (1) Digital Copy of a Plot Plan** Including the Following:

- ☐ The scale appropriate to the area involved and sufficient to show detail of the plan and related data, such as 1" = 30', 1" = 50' or 1" = 100', north arrow, and date of preparation
- ☐ Dimensions and size of the property
- ☐ Name and location of abutting street(s)
- ☐ Show in detail the proposed location and size of the manufactured dwelling with respect to existing structures and property lines.
- ☐ Percentage of the lot covered by existing and proposed structures
- ☐ Location (and condition) of utility service connections for sewer, power and water