

R-2 Mobile Home Checklist

***** Submittals will not be viewed until all items are received*****

R-2 Mobile/Manufactured Home Placement Requirements

This document is provided for informational and guidance purposes only. It is not a substitute for the official zoning regulations of the City of Rector, nor does it constitute legal advice. Applicants are responsible for ensuring compliance with all applicable local, state, and federal laws. For authoritative legal reference, consult the City of Rector Zoning Ordinance. For legal interpretation or advice, consult a licensed attorney.

When the application is considered administratively complete, and all documents have been submitted, you will receive comments back within ten (10) business days of your submittal. After all comments have been addressed and revisions made, the request will be placed on the agenda of the next available Planning Commission meeting for a recommendation. The Planning Commission shall determine whether the proposed manufactured home placement complies with all zoning requirements and whether to grant approval. If denied, the applicant may appeal to the Board of Zoning Adjustment.

Required Documents checklist:

- ☐ Completed **Building Permit Application** and **Certificate of Zoning Compliance and Foundation Permit** (if manufactured home) forms (includes Project Narrative)
- ☐ Application fee \$50.00 (non-refundable in the event mobile/manufactured home placement is not successful).
- ☐ Project Narrative (Explanation of type of home, year manufactured, etc... Typed or handwritten)
- ☐ Legal Description of property (Available from the Clay County Assessors' office ph. 870-598-3870)
- ☐ Copies of the required general site plans (Hand drawn or professional plans for project to include a drawing of manufactured home placement including measurements of setbacks)
- ☐ A list of all owners of property abutting such property, together with the last known address of each such owner. (Printed name, signatures and date from each property owner adjoining the property that agrees the manufactured home can be placed).
- ☐ In the event that all abutting property owners do not join in such petition, a statement shall be attached to said request showing the reason for non-participation of those who have not signed. (This is a handwritten or typed letter giving the reason the adjoining neighbor opposes the manufactured home placement).
- ☐ Any additional information/materials (such as plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the planning director (or his/her designee) in order to ensure that the development request is understood.

If the applicant is unable to obtain the required property owner petitions or cannot meet one or more of the placement standards outlined in this packet, they may be eligible to request a variance through the City of Rector Board of Zoning Adjustment (BZA).

To begin this process, applicants must request a Variance Application Form from the City Clerk's office. Submission of a variance request does not guarantee approval and is subject to public notice and a formal hearing.

It will be the responsibility of the applicant to support the petition by showing that the placement of a mobile/manufactured home on the property is accepted by any surrounding neighbors. These statements should be in the form of a typewritten letter detailing the following:

Petition to place Mobile Home

**CITY OF RECTOR, ARKANSAS PETITION TO THE RECTOR
PLANNING COMMISSION FOR PLACEMENT OF A MOBILE HOME IN
THE R-2 ZONING DISTRICT:**

I, the undersigned owner(s) of

(Property address, or legal description) _____, petition the City of Rector, Arkansas (hereinafter "City"), to allow the placement of a mobile home located at same property. I, the petitioner(s), agree to release, defend, indemnify and hold harmless the City of Rector, its officers and employees against all suits, claims, and causes of action, including without limitation damages of every nature and type, costs, expenses, judgments, and attorney's fees, that may result from, relate to, or arise or grow out of the Applicant's request for mobile home placement on the Property, whether such claims are made by or on behalf of Applicant, an abutting Property owner, or any third party claiming or seeking an interest or benefit to or from the Property. By my signature(s) below on the petition I agree to pay the costs of title search and survey of the property. Additionally, I agree to pay all Administrative fees as set forth by the City of Rector. I understand that without payment of such costs, the City will not proceed with setting a public hearing. I also understand that these costs and fees are not refundable.

Neighboring party signature petition

The following spaces are for any neighboring party that adjoins the proposed property considered for mobile/manufactured home placement. All neighboring parties must sign on the provided spaces before the project can move forward. If you need more room for other signatures you may use the back of this paper or your own paper containing printed names, signatures and addresses.

Check and complete one of the following:

___ I certify that there are no other property owners owning land butting the Property.

___ I certify that there are property owners owning land abutting to the Property. These parties are named as follows.

Name _____ Signature _____
Address _____

Name _____ Signature _____
Address _____

Name _____ Signature _____
Address _____

Name _____ Signature _____
Address _____

Name _____ Signature _____
Address _____

Name _____ Signature _____
Address _____

Name _____ Signature _____
Address _____

Neighboring party signature petition continued

Name _____ Signature _____
Address _____

Name _____ Signature _____
Address _____

Name _____ Signature _____
Address _____

Name _____ Signature _____
Address _____

Name _____ Signature _____
Address _____

Name _____ Signature _____
Address _____

Name _____ Signature _____
Address _____

Name _____ Signature _____
Address _____

Name _____ Signature _____
Address _____

Name _____ Signature _____
Address _____

The foregoing documents are attached hereto.

Petitioner printed name: _____

Petitioner signature _____ Date: _____

Address: _____

STATE OF _____ COUNTY OF _____ BEFORE ME, the undersigned, a
Notary Public in and for The State of Arkansas, personally appeared
_____, known to me to be the person whose name is subscribed to
the foregoing instrument, and acknowledged to me that they executed the same for the
purposes and considerations therein expressed and in the capacity therein stated. GIVEN
UNDER MY HAND AND SEAL OF OFFICE this the ____ day of, 20____.

Notary Public, State of Arkansas.

OFFICIAL USE ONLY

Received Date: _____

Received By: _____

City of Rector Planning Commission Acknowledgement Form

I, _____, am aware and agree that I am solely
responsible for all development costs related to this project, including but not limited to fees and
costs related to site development and construction, plan review, construction inspections and
testing, improvements necessary to offset impacts from my development, contribution to master
plans, impact fees, and any other costs and/or fees related to my development and the impact
to existing neighborhoods and infrastructure in the City and the Extra Territorial Jurisdiction
(ETJ).

Petitioner signature/date _____

Zoning representative signature/date _____

Appendix: Zoning Regulation reference

Zoning Regulations § 5-3(B)(4)

- All uses requiring Planning Commission approval in R-2 Districts.
- Definition (Manufactured Home): A dwelling unit manufactured in accordance with the provisions set forth in 24CFR part 3280 Manufactured Home Construction and Safety Standards as amended October 25, 1994, and installed in accordance with applicable state regulations.
- Definition (Mobile Home): A transportable structure having an undercarriage of one or more axles and wheels, a hitch mechanism and designed to remain capable of being towed on the highway. Merely placing such mobile home on a permanent foundation does not alter its character so as to make it a manufactured home for the purpose of this Ordinance.
- One mobile home per residential lot subject to the following requirements.
- Mobile home owners or renters shall have written approval of the surrounding landowners in the neighborhood in which they wish to place their mobile home, before the planning commission will approve a mobile home permit.
- Mobile homes shall have a standard of quality of underpinning material installed around the base of the mobile home for aesthetic purposes, and the external appearance of the mobile home shall be maintained.
- Mobile homes shall be permanently anchored to the ground and installation subject to the real property assessment laws, regulations, and procedures of the State of Arkansas and applicable city building codes.
- Installation of mobile home shall meet all area requirements of the R-2 residential zoning district.
- Subsequent to Planning Commission approval, and prior to installation of a mobile home, the applicant shall obtain a permit from the Office of the City Superintendent.
- New Manufactured Housing in areas designated, High Density Residential (R-2), by the City's Official Zoning Map will be regulated by the Zoning Ordinance's current guidelines for site-built homes, used manufactured housing in areas designated, High Density Residential (R-2), by the City's Official Zoning Map shall be regulation by the Zoning Ordinance's current guidelines for mobile homes.

Lot Area Requirements

Zoning Regulations § 5-3(C)

1. Lot area:
 - a. One-family: Minimum 7,000 square feet for first unit.
 - b. Two-family: Minimum 9,000 square feet.
 - c. Multi-family: 9,000 square feet for the first two-family units plus 2,000 square feet for each additional unit, to a maximum of four units per structure.
2. Minimum width of a lot at the front yard line or building line should be 60 feet for a one-family dwelling and 75 feet for a two-family dwelling. For each additional family unit over two, an additional 10 feet shall be added to minimum width requirement for two-family dwellings. Lots siding on an intersecting street shall be 15 feet wider than interior lots.
3. Front yard setback: Minimum of 20 feet from front property line.
4. Rear yard setback: Minimum of 10 feet from rear property line or 27 ½ feet from center line of alley, whichever is greater.
5. Side yard (interior lot) Minimum of 10 feet from property line.
6. Side yard (exterior lot): Same as front yard.
7. ***Accessory buildings: No accessory buildings shall be erected on any required front yard. Side and rear yard setbacks shall be the same as for the principal or main structure and no more than 30 percent of the remaining rear yard shall be covered by accessory buildings. Accessory buildings shall be at least 5 feet from all other buildings on the same lot.***
8. Height regulations: Maximum height of residential structure shall not exceed 24 feet above average elevation.
9. Parking regulations: 2 off street parking spaces shall be provided for each residence.

External Appearance Requirements

Zoning Regulations § 2-1(C)

Manufactured homes shall be compatible and similar in appearance with site-constructed residences, in that they shall:

1. Be at least 14 feet in width and have more than seven hundred fifty (750) square feet of occupied space;
2. Be placed onto a permanent foundation which will transfer loads from the structure to the earth at a depth below the established frost line without exceeding the safe bearing capacity of the supporting soil,
3. Set onto an excavated area, with perimeter enclosure, foundations, footings and crawl space or basement walls constructed. The space between the floor joists of the home and the excavated underfloor grade shall be completely enclosed with the permanent perimeter enclosure (except for required openings);
4. Be anchored to the ground, to the manufacturer's specifications,
5. Have wheels, axles, and hitch mechanisms removed;
6. Have utilities connected, in accordance with applicable City codes or manufacturer's specifications, whichever is more restrictive;
7. Have siding material of a type customarily used on site-constructed residences;
8. Have pitched roofs and roofing material of a type customarily used on site-constructed residences;
9. Have an open or enclosed, covered parking structure which is compatible with other housing in the immediate area. All parking surfaces shall be hard-surfaced. There shall be sufficient off-street parking for two automobiles.