

Rector Manufactured Home Checklist

Prepared for informational use - January 2026

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 thirty (30) business days of your submittal. After all comments have been addressed and revisions made, the application will be reviewed by the Rector's Code Enforcement department. The Code Enforcement department 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.

Mobile Homes are not allowed in R1 or R2, only Manufactured Homes. Mobile Homes are only allowed in Mobile Home Parks within R2.

Required Documents checklist:

- ☐ Completed **Building Permit Application** and **Certificate of Zoning Compliance and Foundation Permit** forms (includes Project Narrative)
- ☐ 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.

Neighboring party signature petition

Installation or placement of manufactured homes may be prohibited by restrictive covenant in certain subdivisions. For issuance of a building permit for the placement of a manufactured home in an R-1 or R-2 zone, the manufactured home owner and or renter shall have written approval of:

1. Adjacent property owners shall include all owners of parcels that abut or touch the subject parcel on any side, including across any public street, alley, or right-of-way.

The following spaces are for any neighboring party that adjoins the proposed property considered for manufactured home placement. 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_____
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Name_____Signature_____
Address_____

Appendix

R-1 Lot Area Requirements

Ordinance 592

A. Area Requirements

1. Minimum Lot Area: 6,000 square feet
2. Minimum Lot Width: (front building line)
 - a. Interior Lot: 60 feet
 - b. Exterior Lot: 75 feet
3. Minimum Lot Depth: 90 feet.
4. Front Yard Setback: Minimum of 15 feet from front property line.
5. Rear Yard Setback: Minimum of 10 feet from rear property line, or 27½ feet from center line of alley, whichever is greater.
6. Side Yard (interior lot): Minimum of 5 feet from each side property line.
7. Side Yard (exterior lot): Minimum of 15 feet from street-side property line.
8. Height Regulations: Maximum height of residential structures shall not exceed 24 feet above average elevation.
9. Parking Regulations: Two off-street parking spaces shall be provided for each residence.
10. Accessory Buildings: No accessory building shall be erected on any required front yard. Side and rear yard setbacks shall be the same as for the principal structure. Accessory buildings shall be at least five (5) feet from all other buildings on the same lot and may not cover more than thirty (30) percent of the remaining rear yard area.
11. Freestanding pre-manufactured carports:
 - a. Minimum side yard setback: 2 feet
 - b. Front yard setback: Must comply with standard front yard requirement.
 - c. Rear yard setback: Minimum of 10 feet

R-2 Lot Area Requirements

Ordinance 592

C. Area Requirements

1. Lot Area

- a. 6,000 square feet for the first unit, plus 2,000 square feet for each additional unit, up to four units per structure.

2. Minimum Lot Width at Front Building Line:

- a. Interior Lot: 50 feet
- b. Exterior Lot: 60 feet
- c. For each additional unit over two: Add 10 feet.
- d. Exterior/corner lots shall be 15 feet wider than interior lots.

3. Minimum Lot Depth: 70 feet.

4. Front Yard Setback: Minimum of 15 feet from front property line.

5. Side Yard (interior lot): Minimum of 5 feet from each side property line.

6. Side Yard (exterior lot): Minimum of 15 feet from street-side property line.

7. Rear Yard Setback: Minimum of 10 feet from rear property line, or 27½ feet from center line of alley, whichever is greater.

8. Height Regulations: Maximum height of a structure shall not exceed 24 feet above average elevation.

9. On-lot Parking:

- a. One and two-family: Two spaces per unit.
- b. Multi-family dwellings: Four spaces for first two units, plus one additional space for each added unit.

10. Accessory Buildings: Same as R-1.

11. Freestanding pre-manufactured carports:

- a. Minimum side yard setback: 2 feet
- b. Front yard setback: Must comply with standard front yard requirement.
- c. Rear yard setback: Minimum of 10 feet

Manufactured Home Requirements

Ordinance 594 - Article 5-7

- A. Purpose To establish uniform standards for the placement, design, and regulation of manufactured and mobile homes within all zoning districts of the City of Rector, Arkansas, in accordance with the definitions contained in Section 2, Article 2-1 of these regulations.
- B. Permitted Units Only manufactured homes with valid HUD verification shall be permitted. No manufactured home shall be placed unless it was constructed within twenty (20) years of the date of permit application, as verified by its HUD verification. Mobile homes, as defined by Section 2, Article 2-1 of these regulations, shall be permitted only within approved mobile home parks.
- C. Installation Standards All manufactured homes must:
1. Be a minimum of 14 feet in width and 750 square feet in enclosed floor area.
 2. Be supported by a permanent perimeter foundation constructed of concrete or masonry, designed to transfer all loads to the ground, and extending below the frost line. The use of block piers, runners, or other temporary systems shall not satisfy this requirement.
 3. Have all wheels, axles, and towing mechanisms removed.
 4. Have utility hookups (water, sewer, electricity) completed and inspected.
 5. Be roofed with residential-style material and have a minimum roof pitch of 3:12.
 6. Have exterior siding made of vinyl, wood, fiber cement, or other materials customarily used in site-built housing.
 7. Be fully installed, including permanent foundation, removal of wheels and towing apparatus, and utility hookups, within 60 days of the home being delivered to the site.
 - a. The Code Enforcement Officer may grant one extension of up to 30 additional days upon written request showing good cause, including weather delays, contractor availability, or other circumstances beyond the applicant's control.
 - b. Failure to complete installation within the required time shall constitute a violation of these regulations and be subject to enforcement under Article 7-3.
- D. Permitting Requirements All manufactured homes must:
1. A Certificate of Zoning Compliance and Foundation Permit must be obtained prior to installation.
 2. Permit applications must include:
 - a. Site plan with setbacks.
 - b. Photographs or elevation drawings.
 - c. Foundation details.

- d. A copy of the approved manufacturer instructions, which will be used for installation purposes.
- e. Proof of HUD certification label affixed to the exterior of the home.

E. Petition Required for Manufactured Home Placement

1. All manufactured homes proposed to be placed on a private lot within any zoning district, with the exception of Mobile Home Parks, shall require a petition for placement to be submitted and approved prior to installation.
2. The petition must include:
 - a. A written request to place a manufactured home on the parcel.
 - b. Photographs of the proposed unit.
 - c. A site plan showing setbacks, access, and placement.
 - d. A copy of the approved manufacturer instructions, which will be used for installation purposes.
 - e. Proof of HUD certification, as defined below.
 - f. Written consent from all adjacent property owners, as defined below.
3. Proof of HUD verification:
 - a. Every manufactured home must display an intact HUD verification label affixed to the exterior of the unit.
 - b. If the HUD label has been removed, defaced, or is otherwise not visible, the applicant shall provide verification from HUD or the Institute for Building Technology and Safety (IBTS) that the home was constructed in compliance with federal standards.
 - c. No manufactured home shall be permitted without either (1) a visible HUD label, or (2) official written verification from HUD/IBTS.
4. Adjacent property owners shall include all owners of parcels that abut or touch the subject parcel on any side, including across any public street, alley, or right-of-way.
5. If the petition is complete and compliant with all provisions of this Article, the Code Enforcement Officer may approve the placement.
6. If the unit does not meet the requirements of this Article, the applicant may seek a variance through the Board of Zoning Adjustment.
7. No manufactured home shall be installed, delivered, or connected to utilities prior to receiving approval under this section.

Certificate of Zoning Compliance and Foundation Permit

Ordinance 372 - Article 7-2 (B)

- B. Certificate of Zoning Compliance Permit required for Manufactured Homes prior to the location, relocation, or establishment of any manufactured home outside of a mobile home park, the homeowner or authorized representative shall secure a Certificate of Zoning Compliance and Foundation Permit, which states that the building and its location conform with the Zoning Ordinance. Each application for a Certificate of Compliance and Foundation Permit shall be accompanied by:
- a. Those plot plans are required for all dwelling units, but which at a minimum include elevations or photographs of all side of the home, external dimensions, roof materials, foundation siding or perimeter retaining wall treatment, foundation construction and materials, exterior finishes and the like.
 - b. Health department approval for any sewage disposal or water supply, where applicable.
 - c. Planning Unit Development (P.U.D.) or subdivision approval, where applicable.
 - d. A copy of the approved manufacturer instructions, which will be used for installation purposes, where applicable, and
 - e. Such other information, as may be required by the Enforcement Officer for proper enforcement of this Ordinance.