



Planning & Zoning Department

Mobile Home Park Checklist (Prelim/Final)

Staff Use Only

Project Name: _____

File Number: _____

Please provide the following required documentation to complete the application. Applications should be submitted through the Citizen Self Service (CSS) portal online. Instructions can be found on our website cityofnampa.us/255/Planning-Zoning under the *Apply for a Planning Permit* link.

✓	Description
	Date of Pre-App Meeting/Discussion (<i>expires in 6 months</i>): ____/____/____ Attach Planning notes provided by a City Planner during this meeting/discussion.
	A recorded warranty deed for the property OR Proof of Option OR Earnest Money Agreement (must contain a legible legal description of the property or a separate legal description will be required).
	Preliminary Site Plan or Final Site Plan to include site construction drawing (see attached requirements)
	Signed & Notarized Affidavit of Legal Interest. Form <u>must</u> be completed by the legal owner (if the owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent)
	Narrative describing the scope of work
	Landscape Plan
	Associated fees
	Master Application form
	Mobile Home Park Checklist (this document)

Number of mobile home spaces/pads: _____ Area of open space/recreation space (in sq ft): _____

Describe amenities: _____

NOTICE TO APPLICANT

Please begin the application process for a mobile home park by requesting a Pre-Application Meeting with Planning and Zoning department staff to review zoning requirements and/or plan sketches. Then, submit this application packet for preliminary review by the Planning and Zoning commission (Business Item). It will be scheduled on the Planning and Zoning Commission agenda approximately 30 days after submittal to provide staff time to review the proposed layout. Upon approval of the preliminary site plan, a final site plan application packet may be submitted to the Planning and Zoning Commission. Appeals are accepted for 15 days following the action of the commission. The preliminary site plan submittal requires a non-refundable plan review fee, there is no fee for the final site plan submittals. The preliminary plan approval is valid for a period of one (1) year. For more information, please refer to Title 10 Chapter 28-.

Preliminary Site Plan

One (1) copy of the preliminary plan must be submitted to the planning department. Must be drawn to a scale not smaller than one inch equals one hundred feet (1" = 100'), and shall include:

- Name of preparer, owners and managers of land, and name of RV park and its address
- Scale and north point
- Vicinity map with adjacent properties
- Boundaries and dimensions of RV park
- Location and dimension of each mobile home space. Designate each space by number or letter combination.
- Location and dimensions of each existing or proposed building.
- Location and width of roadways and walkways
- Location of recreation areas, playgrounds and buildings, and area of recreation space in square feet.
- Location and type of screening materials or other landscaping
- Location of points where mobile home park water, sewer and irrigation systems connect with the public system
- Location of fire hydrants
- Enlarged plot plan of a typical mobile home space, showing location of the stand, patio, storage space, parking, sidewalk, utility connections and landscaping
- Any other data that the planning and zoning commission may require

Upon approval of preliminary plat, submission of final site plan is accepted.

Final Site Plan

One (1) copy of the final site plan and final copies of required documents must be submitted at least 30 calendar days prior to the commission meeting at which it is to be considered. Plan should be drawn at a scale not smaller than one inch equals fifty feet (1" = 50'). A survey plat shall be submitted in conjunction with the final site plan. In addition, detailed and complete plans of the following will be required:

- Water, sewer, irrigation systems
- Garbage disposal provisions
- Road and walkway construction
- Drainage system, including topography of the park site with contour intervals which reflect the character and drainage of the land.
- Recreation area improvements
- Landscaping
- Lighting system for mobile home spaces and grounds

Preliminary Mobile Home Park Plan Fees

Planning Final Plat Review Fee	\$244	\$
Plus \$5.98 per lot	$5.98 \times (\quad) =$	\$
Sewer Model Fee	\$250	\$
Water Model Fee	\$250	\$
Fire Department Review Fee	\$160	\$
Plus \$1.00 per lot	$1.00 \times (\quad) =$	
	Total=	\$

Final Mobile Home Park Plan Fees

Planning Final Plat Review Fee	\$375	\$
Plus \$25.79 per lot	$25.79 \times (\quad) =$	\$
Sewer Model Fee	\$250	\$
Water Model Fee	\$250	\$
Fire Department Review Fee	\$160	\$
Plus \$1.00 per lot	$1.00 \times (\quad) =$	
	Total=	\$



City of Nampa

PLANNING and ZONING DEPARTMENT
500 12th Ave S. NAMPA, IDAHO 83651

OFFICE (208) 468-4430

AFFIDAVIT OF LEGAL INTEREST

STATE OF _____)
:SS
COUNTY OF _____)

- A. I, _____ (Owner's name), whose address is _____, being first duly sworn upon oath, depose and say that I am the owner of record of the property described on the attached application.
- B. I grant my permission to _____ (representative/applicant's name), whose address is _____, to submit the accompanying application pertaining to the property described on the attached application.
- C. I agree to indemnify, defend and hold the City of Nampa 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.

Dated this _____ day of _____, _____.

Owner's
Signature

SUBSCRIBED AND SWORN to before me the _____ day of _____, _____.

Notary Public for Idaho
Commission Expires: _____



Planning & Zoning Department

Master Application

Staff Use Only

Project Name: _____

File Number: _____

Related Applications: _____

Type of Application

- | | |
|--|--|
| ☐ Accessory Structure | ☐ Legal Nonconforming Use |
| ☐ Annexation/Pre-Annexation
(This will include a zone designation) | ☐ Planned Unit Development/MPC |
| ☐ Appeal | ☐ Subdivision |
| ☐ Design Review | ☐ Short |
| ☐ Comprehensive Plan Amendment | ☐ Preliminary |
| ☐ Conditional Use Permit | ☐ Final |
| ☐ Multi-Family Housing | ☐ Condo |
| ☐ Development Agreement | ☐ Temporary Use Permit |
| ☐ Modification | ☐ Fireworks Stand |
| ☐ Home Occupation | ☐ Vacation |
| ☐ Daycare (# of children _____) | ☐ Variance |
| ☐ Kennel License | ☐ Staff Level |
| ☐ Commercial | ☐ Zoning Map/Ordinance Amendment (Rezone)
(Not needed for an annexation) |
| ☐ Mobile Home Park | ☐ Other: _____ |

You must attach any corresponding checklists with your application or it will not be accepted

Applicant name: _____ Phone: _____

Applicant address: _____ Email: _____

City: _____ State: _____ Zip: _____

Interest in property: ☐ Own ☐ Rent ☐ Other: _____

Owner name: _____ Phone: _____

Owner address: _____ Email: _____

City: _____ State: _____ Zip: _____

Contractor name (e.g., engineer, planner, architect): _____

Firm name: _____ Phone: _____

Contractor address: _____ Email: _____

City: _____ State: _____ Zip: _____

Subject Property Information

Address: _____

Parcel number(s): _____ Total acreage: _____ Zoning: _____

Type of proposed use: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other: _____

Project/Subdivision name: _____

Description of proposed project/request: _____

Proposed zoning: _____ Acres of each proposed zone: _____

Development Project Information (if applicable)

Lot Type	Number of Lots	Acres
Residential		
Commercial		
Industrial		
Total common area		
Internal roadways	Provide acres only	
Frontage ROW to be dedicated	Provide acres only, if applicable	
Total		

Development Project Information (if applicable)

Minimum residential lot size (s.f.): _____ Maximum residential lot size (s.f.): _____

Gross density: _____ (# of lots divided by gross plat/parcel area)

Subdivision qualified open space: _____ % of gross area _____ acres

Type of dwelling proposed: ☐ Single-family detached ☐ Single-family attached (townhouse)
☐ Duplex ☐ Multi-family ☐ Condo ☐ Other: _____**Commercial / Industrial / Multi-Family Project Information (if applicable)**

Min. sq. feet of structure: _____ Max building height: _____ Gross floor area: _____

Proposed number of residential (multi-family) units: _____

Total number of parking spaces provided : _____

Print applicant name: _____

Applicant signature: _____ Date: _____

City Staff

Received by: _____ Received date: _____