

CITY OF MARSING BUILDING DEPARTMENT

Marsing City Hall, 18 Sandbar Ave, Marsing, ID 83639 PO Box 125 Phone 208-896-4122 Email: deputyclerk@marsingcity.com
Building Inspector: Steve Pierson Phone: 208-440-3861 Email: piersonsteve11@gmail.com

MANUFACTURED/MOBILE HOME BUILDING PERMIT APPLICATION

Legal Description Lot _____ Block _____ Subdivision _____
Street Address _____ (new construction address to be assigned by City)
Owner _____ Owner's Address _____
Contractor _____ Contractor's Address _____
Idaho Contractor Registration Number _____
Primary Contact _____ Phone _____ Email _____
Designer _____ Phone _____ Email _____

I hereby submit this application to construct or install:

REQUIRED PLANS AND SPECIFICATIONS (2 complete sets required – drawn to scale)

LAND SURVEY REQUIRED TO DENOTE PROPERTY CORNERS AND LOT LINES

Manufactured Home: **STATEMENT OF INTENT TO DECLARE REAL PROPERTY SIGNED & RECORDED + DMV NOTIFICATION.**

– Form available from County Assessor's Office or Owyheecounty.net

Minimum lot size 6000 square feet

Multi-sectional homes required with 20 feet minimum width and minimum 1,000 square foot enclosed floor space – sloped roof required (minimum slope 3/12)

Roofing & siding generally similar to materials used on residential dwellings in the community

Concrete or other code-compliant foundation similar in appearance to site-built construction

Home to be permanently affixed to foundation - crawl space required with following dimensions – 18" clearance – 12" clearance at beams – 18" by 24" access

Single car garage or carport with attached enclosed storage room

- Site Plan (including lot lines, private & public utilities, drainage, easements and North arrow)
- Foundation Plan (including reinforcement, ventilation and frost walls for stoops & overhangs)
- Floor Plan (including window & door sizes, ventilation, required exits & lighting)
- Accessory Structure Plans (decks/landings/steps/awnings/carports/garages, etc.)

Mobile Home (allowed in mobile home parks only):

STATE LAW REQUIRES UPGRADES FOR PRE-1976 UNITS

Provide copy of title showing manufacture date

Provide upgrade certificate for pre-1976 units

Skirting required

- Site Plan (including lot lines, private & public utilities, drainage, easements and North arrow)
- Blocking/Tiedown Plan per Idaho Manufactured Home Installation Standard
- Accessory Structure Plans (landings/steps/awnings/carports/garages, etc)

Building Dept. Approval: _____ Date: _____

DECLARATION: I HEREBY CERTIFY THAT I HAVE COMPLETED THIS APPLICATION IN A TRUE AND CORRECT MANNER. ALL CITY ORDINANCES WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL ANY STATE OR LOCAL LAW OR BUILDING CODE REGULATING CONSTRUCTION.

Signature of Owner or Owner's Authorized Agent Date: _____

OFFICE USE ONLY

Value: _____

Permit Fee: _____

Plan Review: _____

Sewer Fee: _____

Water Fee: _____

Permit #: _____

Meter Size: 3/4" 1"

Revised 04/17

Instructions for Statement of Intent to Declare Real Property

PROPERTY OWNER:

- 1.) All fields of this form must be completed. If you have any questions help is available from the Assessor's Office.
- 2.) All owners of the Manufactured Home must be listed.
- 3.) Consent of the Lien holder is required. The Lien holder must sign the Statement of Intent Application or provide a consent letter before this application will be processed.
- 4.) Application must be signed by applicants in the presence of a Notary.
- 5.) Verification of Prepaid Taxes must be obtained from the Treasurer.
- 6.) A completed Vin Inspection must accompany this application.
- 7.) Completed Statement of Intent to Declare must be recorded and those fees paid.

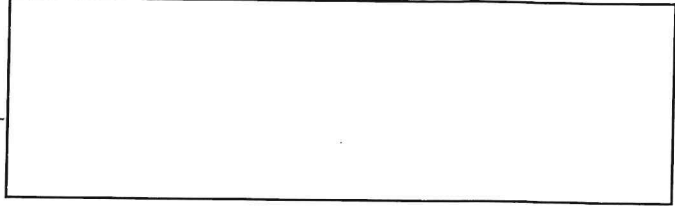
DMV:

- 1.) **ORIGINALS OF ALL DOCUMENTS ARE REQUIRED.**
 - Statement of Intent to Declare Real Property, signed by all parties including the lien holder.
 - Title or Certificate of Origin
 - Vin Inspection
 - Prepaid Tax Form (from Treasurer)
- 2.) After processing Title a copy of all paperwork must be turned over to the Assessor's Office.

Owyhee County Assessor

Tiffany Nettleton - Assessor PO Box 128 Murphy, ID 83650 Ph (208)495-2817 Fax (208)495-1483

STATEMENT OF INTENT TO DECLARE Manufactured Home Real Property



OWNER NAMES: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS: _____

Land ownership:

Deed

Recorded

Contract of Sale

Unrecorded

HOME DESCRIPTION: MAKE: _____ MODEL: _____ YEAR: _____
SIZE: _____ VIN #: _____

HOME PARCEL # _____ PROPERTY PARCEL # _____

LEGAL DESCRIPTION: _____

The undersigned, being duly sworn, states that the above information is true and correct, and does hereby exercise a Statement of Intent, declaring the "Statement of Intent to Declare" the above referenced manufactured home to constitute real property according to Section 63-307b, Idaho Code. The undersigned further represent that the running gear of the home has been removed and that the manufactured home will be permanently affixed to a foundation on land which is owned or being purchased by the owner or purchaser of the manufactured home.

Signature: _____

Date: _____

Signature: _____

Date: _____

State of _____)
County of _____)ss

On this ____ day of _____, in the year of _____, before me _____
(Notary Name)

a notary public personally appeared _____, personally
[individual's names(s)]

known to me or identified to me to be the person(s) whose name(s) is (are) subscribed to the within
instrument, and acknowledged to me that he (she) (they) executed the same.

Notary Public

Residing at: _____
My Commission Expires on _____

CONSENT OF LIEN HOLDER:

NAME: _____ SIGNATURE: _____

(Authorized Lien Holder Signature)

COUNTY USE: Required Signatures – Pursuant to Section 63-307b, Idaho Code

Building & Zoning Department or Other Authorized Official:

A: Removal of Running Gear Signature: _____ Date: _____

B: Permanently Affixed to a Foundation Signature: _____ Date: _____
See Title 44, Chapter 22, Idaho Code

Ownership of land, manufactured home, and payment of sales tax on new manufactured home verified.
County Assessor: _____ Date: _____

RESOLUTION R-134

RESOLUTION BY THE CITY OF MARSING, OWYHEE COUNTY, IDAHO, AMENDING RESOLUTION 124 TO ADD A PERMIT FEE FOR WORK IN THE STREET RIGHT OF WAY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Marsing desires to amend Resolution 124 to provide for a permit fee for construction in the City's rights of way; *see Attached*

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MARSING, OWYHEE COUNTY, IDAHO:

Section 1: Section 2 of Resolution 124, adopted on April 11, 2012, is amended as follows:

Section 2: Additional Fees are set forth below:

FLOOD PLAIN DEVELOPMENT PERMIT

1 ACRE OR LESS \$ 250.00

1.1 – 10 ACRES \$ 500.00

10.1 – 20 ACRES \$ 750.00

10.1 – 100 ACRES \$1000.00

100.1+ ACRES \$2000.00

Note: No additional fees for review by the City Engineer will be charged for a flood plain development permit application. These fees are in addition to plat fees.

ZONING, SUBDIVISION, OR FLOOD CONTROL

ORDINANCE TEXT AMENDMENT \$ 500.00

VARIANCE \$300.00 ✗

VACATION \$300.00

APPEALS \$500.00

EXTENSION OF TIME \$ 100.00

LOT LINE ADJUSTMENT \$100.00

CONDOMINIUM PLAT \$200.00

LOT SPLIT \$200.00

DEMOLITION \$15.00

SIGN PERMITS \$50.00

✗ STORAGE SHEDS \$10.00

✗ FENCES \$10.00

RE-ROOFING \$10.00

ALL OTHER ZONING PERMITS \$ 50.00

RIGHT OF WAY PERMIT FEE \$50.00 + \$1 PER FOOT OVER 25 FEET

Section 3: This Resolution shall take effect and be in force from and after its passage and approval.

RESIDENTIAL BUILDING PERMIT APPLICATION INFORMATION

Residential setbacks are:

- Front 20 feet from property line or street side
- Back 15 feet from property line
- Sides 5 feet from property line

All applications must include:

Two (2) plot plans drawn to scale showing proposed work and existing, proposed front, rear, and side set backs from property lines and property dimensions.

Two (2) complete sets of plans and specifications, including lot lines, easements, drainage, and north arrow.

Copy of full legal description (recorded deed) for property must be included. Property pins are required to establish property lines. A survey is required if there are no property pins.

- ◆ Additional permits are required for any electrical, plumbing and mechanical installations. Contact the State Division of Building Survey at 208-334-3950 or 800-955-3044, or <https://dbs.idaho.gov>, for the permits.
- ◆ REScheck per 2018 International Building Codes Energy Conservation.
- ◆ Plan review turnaround time is estimated at one week, after building inspector receives the plans.
- ◆ It is the responsibility of the applicant to contact the building inspector 24 hours in advance for any and all required inspections. The building inspector is Steve Pierson (208) 440-3861. It is the responsibility of the applicant to arrange State Electrical, HVAC and Plumbing inspections and present proof of compliance prior to issuance of Certificate of Occupancy.
- ◆ If the work described in any Zoning Permit has not begun within one (1) year from the date of issuance thereof, or as stipulated by the City Council, said Permit shall expire.

INSPECTORS

CITY OF MARSING BUILDING INSPECTOR 208-440-3861 STEVE PIERSON

PLUMBING INSPECTOR 208-304-2578 TOM BIGGERS

HVAC INSPECTOR 208-870-6824 DANNY STRAIN

ELECTRICAL INSPECTOR 208-550-5485 KELLY WEBB

STATE INSPECTOR 208-334-3950

CITY ENGINEER 208-453-2028 KIRBY COOK

CITY PUBLIC WORKS 208-249-8575 PHILIP GIBSON

CHAPTER 5

MANUFACTURED HOMES AND MOBILE HOME PARK DISTRICTS

SECTION:

- 7-5-1: Purpose
- 7-5-2: Permits Required
- 7-5-3: General Provisions
 - 7-5-3-1: Mobile Home Park District Purpose
 - 7-5-3-2: General Provisions
 - 7-5-3-3: Mobile Home Spaces
 - 7-5-3-4: Recreation Park Area
 - 7-5-3-5: Storage Areas
 - 7-5-3-6: Landscaping Requirements
 - 7-5-3-7: Streets/Access
 - 7-5-3-8: Parking
 - 7-5-3-9: Walks
 - 7-5-3-10: Refuse Handling
 - 7-5-3-11: Utilities
 - 7-5-3-12: Fire Protection
 - 7-5-3-13: Storm Water
 - 7-5-3-14: Signs
 - 7-5-3-15: Plan Review and Approval
 - 7-5-3-16: Completion of Improvements and Occupancy
 - 7-5-3-17: Fee

7-5-1: PURPOSE:

This chapter establishes the minimum standards for the location and approval of manufactured housing.

7-5-2: PERMITS REQUIRED:

A building permit as established by the City Council is required before moving or locating a manufactured/mobile home within the City limits to ensure that all City and State laws and codes are met.

7-5-3: GENERAL PROVISIONS:

The use of a manufactured home as a permanent residential dwelling on an individual lot shall be permitted in any zoning district of the chapter which permits installation of family site built dwelling provided. The following standards are met:

- A. Is multi-section and at least twenty feet (20') wide;
- B. Has a minimum floor area of one thousand (1,000) square feet;

- C. Has roofing materials which are generally acceptable for site built housing. Any roofing materials may be used provided it has the appearance of a nonmetallic shingle, shake or tile roof. Roofs shall also have a minimum slope of twenty five percent (25%) (3:12) and overhanging eaves;
- D. Has siding materials which are generally acceptable for site built housing. Any siding materials may be used provided it has the appearance of wood, masonry or horizontal metal siding. Reflection from horizontal metal siding shall be no greater than that from siding coated with white, gloss enamel;
- E. Has a foundation of concrete or other material allowed by the international building code for site built homes which is aesthetically compatible with the manufactured home having the appearance of site built construction. This means the fascia shall be an extension of the siding or be of materials having the appearance of site built foundations such as brick, concrete or concrete block;
- F. Is permanently affixed per manufacturer's instructions. Footings shall be of poured masonry extending twenty four inches (24") below grade;
- G. Has a crawlspace with the following minimum measurements: 1) eighteen inches (18") of clearance; 2) twelve inches (12") of clearance under beams; and 3) an eighteen inch by twenty four inch (18" x 24") door;
- H. Complies with all applicable lot size, setback, and other requirements of the zoning district in which it is to be located;
- I. Provides two (2) off street parking spaces and shall be improved with such material to provide a durable and dust free surface;
- J. Has a single car garage, or a carport with an attached enclosed storage room;
- K. Provides right of way improvements in the same manner as site built construction, in accordance with city policy;
- L. Manufactured home owners or purchasers shall own or be purchasing the land upon which their home is to be placed. The owner or purchaser shall record with the county recorder a nonrevocable option declaring the manufactured home as real property. These requirements shall not apply within any duly approved mobile home park. Exceptions may also be granted as a part of a planned unit development approval;
- M. Manufactured homes shall be provided with smoke detectors as required in the international building code, section 1210, "Smoke Detectors and Sprinkler Systems" before final inspection and occupancy. Smoke detectors required in addition to those provided for in the department of housing and urban developments, part 3280 of 24 CFR, "Manufactured Home Construction and Safety Standards", may be of the battery operated type;
- N. Manufactured homes not meeting standards B, E, or J shall only be allowed in mobile home parks, as permitted pursuant to Chapter 20 of this code. Placement of manufactured homes not meeting standards B, E, or J may be considered by the planning commission on a case by case basis in all other residential use districts in accordance with the conditional use permit.

7-5-3-1: Mobile Home Park Purpose

The intent of this district is to provide for the development of mobile home parks for self-contained manufactured homes and mobile homes and to establish minimum standards for the design, construction, alteration, extension and maintenance of mobile home parks and related utilities and facilities, and to authorize the issuance of permits, licensing (if applicable) and inspection of such mobile home parks. All mobile home parks may be subdivided pursuant to the City Subdivision Ordinance, or shall be processed as a conditional use at the option of the applicant. The following additional provisions shall apply.

7-5-3-2: GENERAL PROVISIONS:

- A. Conditional Use Permit: Mobile home park shall be permitted by conditional use permit in all zone districts.
- B. Definition: "Mobile home lot" means a parcel of land within a mobile home park for the placement of a single mobile home.
- C. Applicable Codes: All City codes apply, including flood plain regulations.
- D. Expansion/Existing Park: A conditional use permit may be issued for the expansion (increase in the number of lots or spaces) of an existing mobile home park in any district. However, any expansion of an existing park shall require that the mobile home park be brought up to code with regard to this Chapter and Title, and all other applicable City or State codes.

7-5-3-3: MANUFACTURED/MOBILE HOME SPACES:

The minimum mobile home space requirements for a new or expanding mobile home park are as follows:

- A. Lot Size: The minimum size of a mobile home lot space shall not be less than three thousand (3,000) square feet.
- B. Spacing: The minimum distance between manufactured or mobile homes shall be ten feet (10').
- C. Front-Yard Setback: Front-yard setback shall be twenty feet (20').
- D. Yard Requirements: All manufactured or mobile homes shall be located at least twenty-five feet (25') from any park property boundary line abutting upon a public street and at least fifteen feet (15') from other park boundary lines or common areas.

7-5-3-4: RECREATION PARK AREAS:

A minimum of two hundred (200) square feet for a common recreation area shall be provided on site for each mobile home space. This requirement shall be in addition to yard requirements. Open space and/or a community center are desirable and encouraged. Open space and/or recreation areas shall be improved and maintained. Such open areas and landscaping shall be continuously maintained by the owner.

7-5-3-5: STORAGE AREAS:

A common fenced area shall be provided on site for the storage of recreational vehicles such as boats, vacation trailers and campers owned by park residents. Such items shall be stored in the storage area and not be parked beside the manufactured or mobile home. The said storage area shall contain paved access and a minimum of one paved parking space ten feet by twenty feet (10' x 20') for each two (2) mobile home spaces. The required fence shall be six feet (6') high and sight obscuring.

In addition to the above, one permanent storage building, with a minimum of forty (40) square feet of floor area, shall be provided for each mobile home space.

7-5-3-6: LANDSCAPING REQUIREMENTS:

All mobile home parks located adjacent to residential, commercial or industrial land uses shall follow this title.

7-5-3-7: STREETS/ACCESS:

Access to mobile home parks shall be designed to minimize congestion and hazards at the entrance or exit. Roadways shall be paved with concrete or asphalt and be designed and constructed as established by the city engineer. All roadways within an existing mobile home park shall be paved with concrete or asphalt within five (5) years of the adoption hereof.

7-5-3-8: PARKING:

Off street parking areas shall be provided in all mobile home parks for the use of occupants and guests. Each mobile home lot shall be designed to provide two (2) off street parking spaces. Parking may be in tandem. Guest parking shall be conveniently located in the park at the standard of one additional space for every four (4) homes.

7-5-3-9: WALKS:

All parks shall be provided with safe, convenient all season pedestrian access of adequate width for intended use, durable and convenient to maintain, between individual mobile homes, the park streets and all community facilities provided for park residents. Such private common walks shall be hard surfaced.

7-5-3-10: REFUSE HANDLING:

The storage, collection and disposal of refuse in the park shall be so conducted as to create no health hazard, rodent harborage, insect breeding areas, accident or fire hazards or air pollution and shall be in compliance with this title.

7-5-3-11: UTILITIES:

Sewage disposal, electrical systems, natural gas systems, liquefied petroleum gas systems and

fuel oil supply systems shall be installed and maintained in accordance with applicable codes and regulations governing such systems.

7-5-3-12: FIRE PROTECTION:

Fire protection shall be subject to the rules and regulations adopted by the city and subject to the approval of the city fire chief.

7-5-3-13: STORM WATER:

Storm water shall meet city code requirements and policies.

7-5-3-14: SIGNS:

The sign regulations of chapter 9 of this code shall apply.

7-5-3-15: PLAN REVIEW AND APPROVAL:

Before construction permits are issued for a mobile home park, the applicant shall provide the site plan and required documents pertaining to the development plan and shall first obtain a conditional use as provided in this title.

7-5-3-16: COMPLETION OF IMPROVEMENTS AND OCCUPANCY:

A. Possession Or Occupancy: No possession or occupancy of a mobile home park shall be allowed until all the required improvements are completely and properly constructed. However, if the developer desires occupancy for a portion of the partially developed park, then he shall post an irrevocable letter of credit, cashier's check or surety bond written by a surety company authorized to do business in the State in an amount equal to one hundred twenty percent (120%) of the estimated cost for the completion of all improvements as shown on the final site plan and shall include engineering fees. Upon the posting of one of the above securities, occupancy may be granted upon a partially constructed mobile home park.

B. Estimates: All estimates of completion costs shall be submitted to the City Engineer for his approval

C. Duration Of Bond: The duration of any bond or other security posted for the completion of improvements and development of mobile home parks shall be for a maximum of two (2) years from the date of approval of the final site plan by the Commission. An extension of time may be granted by the Council, upon application by the developer, provided such application is submitted at least sixty (60) calendar days prior to the expiration of the bond and provided the issuer of the bond is willing to extend the time of the assurance.

D. Default: In the event the developer defaults, fails or neglects to satisfactorily install the required improvements within the time limitation, the Council may declare the bond forfeited and the City may install or cause to be installed the required improvements using the proceeds from the irrevocable letter of credit, cashier's check or surety bond to defray the expense.

E. Continuing Obligation: The park developer or his assigns shall be responsible for maintaining the mobile home park in accordance with the approved management policies, covenants, conditions, restrictions and agreements previously approved by the Commission. Any neglect to do so will be deemed a violation and shall be enforced in accordance with this Title.

All maintenance of private drives, including, but not limited to, utilities, drainage, roadways and

snow removal is the responsibility of the park owner.

7-5-3-17: FEE:

Persons filing preliminary, final site plans and development plans for mobile home parks shall pay a nonrefundable fee for preliminary plan, final plan and development plan which is established by the City Council.